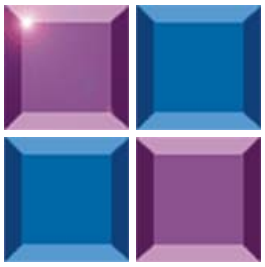
DATA PRO ACCOUNTING SOFTWARE, INC.

Purchase Order Entry

with Purchasing Management and On-Order Tracking
Part #103

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

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CHAPTER 1 INTRODUCTION

The Purchase Order Entry module has the ability to place orders for items or services to be allocated to various projects, track the status of an order through the purchase order cycle, and automatically record the expenses as **"Work-In-Process"** in the projects at the time of vouchering invoices into the system.

This system allows you to record the costs and quantities as expenses to the project exactly as the update occurs, when you execute the Job Cost option *"**Record Costs."*** The main difference is that the General Ledger update is handled by **Purchase Order Entry** instead of the **Job Cost Main Module**.

In addition, you may calculate the retainage portion of an invoice during these options. The journal entry will be handled differently for retainage amounts than normal invoice item amounts.

The above credit ***(during the voucher)***, will be taken to the Retainage Payable account instead of the normal Accounts Payable account. When the check which includes a retainage invoice is written in the Accounts Payable system, the Retainage Payable account will then be debited.

PURCHASE ORDER TYPES

The Purchase Order Entry module allows the processing of two different kinds of purchase orders. Each of these purchase order types is handled slightly different. The following explains each type:

Normal	This is the regular or standard purchase order type.
Request for Proposal	The Request for Proposal **(RFP)** is not a true purchase order. It simply records a request for an estimate to be submitted to you by a vendor. Requests for Proposals may be printed and changed at any time. Eventually, RFPs should be deleted from your purchase order system or converted into an order.
Auto Renewal	This type of purchase order is convenient when you have repetitive purchases of the same items from the same vendor. This type of purchase order will continually renew itself, using the same purchase order number.

Once an Auto Renewal type purchase order is generated and you have not defined an **"end date,"** the system will automatically renew the quantity ordered field, each time the quantity is received and vouchered.

If an **"end date"** is defined on the purchase order and the purchase order is vouchered after this date specified, the purchase order will convert to a Normal purchase order and expire when filled.

This type of purchase order could be useful for taking advantage of a special price for a fixed period of time or when a fixed number of a particular inventory item is ordered on a regular basis, sometimes referred to as a blanket order.

ORDER PROCESSING CYCLE

Only three steps are required to completely process a purchase order in the Purchase Order Entry module. These steps are as follows:

1. Enter the original purchase order **(*"Add a Purchase Order"* option)**.
2. Record the receipt of stock included on the purchase order to your vendor ***("Record Receipts" option)***. Actually, this step may be performed simultaneously with step number 3. Vouchering vendor's invoices allows the concurrent entry of receipts with the recording of your vendor's invoices.
3. Voucher invoices from vendors for the received order ***("Voucher Vendor's Invoices" option)***.

Although these are the only essential steps, the system provides you with numerous other aids to smooth purchase order processing. You may select only those options which provide benefit to your company.

The following example utilizes the complete purchase order process for a normal order:

1. You submit a Request for Proposal to your vendor(s).

   Options:

   A. *"Add Purchase Order,"* type request for proposal;

   B. *"Print Request for Proposals."*

2. The vendor submits an estimate to you. If you accept the estimate, then you change the purchase order type from "Request for Proposal" to "Normal" and adjust any stock cost differences.

   The system will automatically make all inventory on-order adjustments. You print and send a confirmation purchase order to your vendor. **Options: *"Change a Purchase Order"*** and ***"Print Purchase Orders."***

3. The next step assumes that you have just received the inventory items from your vendor. If you have not yet received the invoice from your vendor, you would select the option ***"Record Receipts"*** and enter the quantities received. This will update the Purchase Order and increase the on-hand inventory amounts accordingly.

4. When you receive the invoice from the vendor for the merchandise you have received, select the option ***"Voucher Vendor's Invoices."*** There you will be allowed to enter the quantities being billed and override the unit costs.

   The system will then calculate the net amount of the invoice and allow the input of the overhead information of the invoice for vouchering into Accounts Payable. Any quantities that are recorded as billed and have not been received, will automatically be received into inventory.

5. You may then print the backlog report and status reports to evaluate the outstanding purchase orders remaining in the system.

SYSTEM INTEGRATION

This section includes a brief overview of how the Purchase Order Entry system integrates with various other accounting modules. These modules include: **General Ledger**, **Job Cost Main Module, Sales Order Entry**, **Manufacturing Inventory Management**, and **Accounts Payable**.

Integration with General Ledger

Purchase Order Entry is directly interactive with the General Ledger. When you are entering purchase orders, you key each item on the order based on General Ledger account numbers. The following General Ledger transactions will be posted every time you execute these normal Purchase Order transactions:

Account Description	Debit	Credit
RECEIPT ONLY		
Inventory Asset/Exp./Work-In-Process	**X**	
Accrued Receipts/Exp.*		**X**
VOUCHER ONLY AFTER RECEIPT		
Accrued Receipts/Exp.*	**X**	
Accounts Payable		**X**
VOUCHER W/COMPLETE RECEIPT		
Inventory Asset/Exp./Work-In-Process	**X**	
Accounts Payable		**X**

VOUCHER W/PARTIAL RECEIPT (After Receipts)		
Inventory Asset/Exp./Work-In-Process	**X**	
Accrued Receipts/Exp.*	**X**	
Accounts Payable		**X**
FINAL VOUCHER ON A PURCHASE ORDER		
Inventory Asset/Exp./Work-In-Process	**X**	
Accrued Receipts/Exp.*	**X**	
Discount (Less)		**X**
Deposit (Less)		**X**
Taxes (Plus)	**X**	
Accounts Payable		**X**

* Purchase Order Accruals

You may update your general ledger at any time by entering General Ledger and executing the ***"Post Integration Files"*** option. ***(See the General Ledger manual for details.)*** Or, if you choose the option ***"Automatically Post Integration Modules"*** in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Purchase Order Entry system.

Integration with Job Cost Main Module

The **Purchase Order Entry** system allows the allocation of items placed on order with your vendors to specific projects and then the automatic update of project allocations during the Purchase Order option of Vouchering Invoices.

These options allow you to record orders for projects, track those committed costs through the purchase order cycle, and then record those costs for vendor invoices vouchered into the system directly to the projects with no additional steps required.

This would be the same as using the option ***"Record Costs"*** in the Job Cost Main Module. Both modules are designed to track project costs for on-line evaluation of project status.

Please note that the Accounts Payable, Accounts Receivable, Manufacturing Inventory Management, Payroll, and Purchase Order Entry modules are designed to work with Job Cost Main Module.

Integration with Manufacturing Inventory Management

The **Purchase Order Entry** module provides two primary interfaces with Manufacturing Inventory Management.

First, during the writing of the Purchase Order, you may retrieve the individual inventory items for inclusion on a purchase order. The description, unit of measure, vendor part number, and last unit cost will be automatically retrieved.

Upon validation of the purchase order, inventory will be updated for the new quantity placed on-order in exactly the same manner as the ***"Record Purchase Orders"*** option in the Manufacturing Inventory Management Module.

The second interface occurs when you execute the Purchase Order option of recording receipts. The update performed in Manufacturing Inventory Management upon validation of these transactions is identical to the Manufacturing Inventory Management option of ***"Record Receipts,"*** except that the General Ledger update is handled by the Purchase Order Entry module.

Integration with Sales Order Entry

The Sales Order Entry interface is only invoked when **"Special Order"** or **"Drop Shipment"** type sales orders are used. After these sales orders are initially entered, you may execute the option to ***"Transfer Sales Orders into Purchase Orders."***

This option creates a special integration file which may be loaded into the Purchase Order Entry module and converted into purchase orders.

Integration with Accounts Payable

In order to use the Purchase Order Entry module, you must process interactive with the Accounts Payable module.

All purchase orders must be ***"attached"*** to specific vendors in order to be processed. Vendor name, Remit-To address, terms, etc. are retrieved for use on each purchase order from the Vendor's files in Accounts Payable.

Several reports, such as the On-Order Report, may be printed by vendor. In addition, orders may be retrieved by vendor name or number, as well as the vendor's sales order number.

As an option, you may utilize the "**Display Vendor Comments"** feature by turning on the option in the ***Accounts Payable Master Configuration*.** This will cause any **"comments"** on the vendor's master file to be displayed on the screen, drawing attention to pertinent information before recording transactions in the system. These comments will be displayed on the screen when in **"Enter Purchase Orders"** option.

DATA FILE DESCRIPTIONS

The Purchase Order Entry module utilizes the following data files:

1) **Master Configuration File**
2) **Purchase Order File**
3) **Purchase Order Detail File**
4) **Batch Purchase Order File**
5) **General Ledger Integration File**

File Name	Description
Master Configuration File (filetype: PO00) (filename: coPO0.dbf)	This file contains your Master Configuration, Forms, Aging Categories, and Integration with other modules information.
Purchase Order File (**filetype:** PO01) (filenames: coPO1dy.dbf and coPO1dy.mdx)	This file contains all of the overhead and status information for each purchase order in the system.
Purchase Order Detail File (**filetype**: PO02) (filenames: coPO2dy.dbf and coPO2dy.mdx)	This file contains every detail line, stock items, descriptions and all quantity information for all purchase orders.
Batch Purchase Order File (**filetype:** PO04) (filenames: coPO4.dbf and coPO4.mdx)	This file contains all sales order information, for Special Order and Drop Shipment type orders, necessary to generate the appropriate purchase orders in the Purchase Order Entry module.
General Ledger Integration File (filenames: PO2GL.co)	If you are processing interactive with General Ledger, all transactions which require General Ledger updates will post to this file. Once the update is performed in General Ledger, this file will be cleared and made ready for new transactions.

PREPRINTED FORMS

This section outlines the various forms available for the Purchase Order Entry module. As in our other modules, several types of forms may be used with this program. For convenience, custom forms modifications may be made to accommodate any specific needs of a particular business. The forms that are shipped standard with this module and the preprinted forms that are supported by the accounting system are described in the **Purchase Order** sections of the ***Infinity POWER Supported Forms Reference Manual***. This can be found in the User Manuals section of the Data Pro web site and on the CD-ROM.

Preprinted forms will be illustrated in the **DPAForms** catalog in the Product Kit or on the CD-ROM. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need. Most of the forms illustrated in the **DPAForms** catalogue are also available in **"Laser Form"** format.

This means these versions of the forms are pre-cut to specifically meet the needs of the various HP LaserJet and compatible printers. **Infinity POWER** programs have already included the necessary forms files with your software for you to utilize this advanced feature. All forms that have an **"L"** in their form name have been modified to accommodate form printing on LaserJet printers.

To utilize any of the forms listed here, simply go to the **Purchase Order Entry>Set Up and Maintenance>Change Master Configuration** option**.** In Change mode, select the "***PO Entry"*** tab and enter the name of the form you want to use in the "***Purchase Order Form"*** field. This tells the system which form you would like to use. You may change forms styles as often as you would like and at any time.

MASKED FIELDS

This following field may be **"Masked"** when generating reports from the system:

Vendor Number

BAR CODE READER

This section discusses the usage of Bar Code Readers with the Purchase Order Entry module.

Your Manufacturing Inventory Management module provides you with the ability to print Bar Code Price Labels which can be recognized by the system with an approved bar code reader.

The format of the label is as follows:

1) Normal user readable text which contains the Item Description.
2) Normal user readable text which includes the Item's Part Number and Price.
3) Encoded Inventory Item Number**.**

When using the bar code reader with **Accounts Receivable**, **Accounts Payable**, **Sales Order Entry**, **Purchase Order Entry**, and **Manufacturing Inventory Management**, pass the bar scanner over the item number.

The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code.

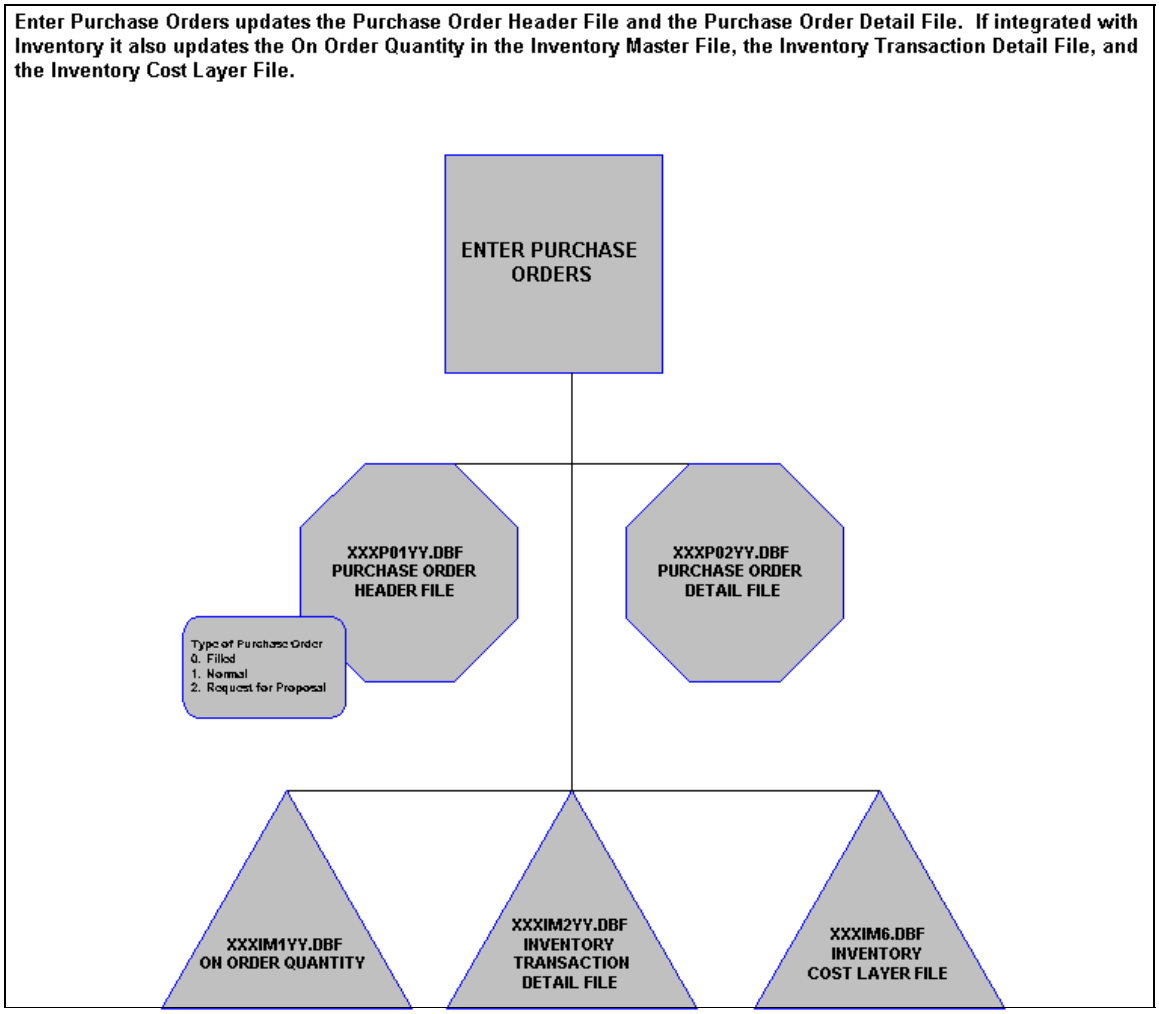
You may use the bar code entry method any time you are prompted by the system to enter the inventory item number.

The bar code scanner should be configured to automatically perform a carriage return after scanning the code. Keep in mind that the Inventory Item Number is coded as one (1) field of text. This means that the modules involved should be configured to **"Default to IM,"** because the Item Number segmentation is not supported.

TRANSACTION PROCESSING FLOWCHARTS

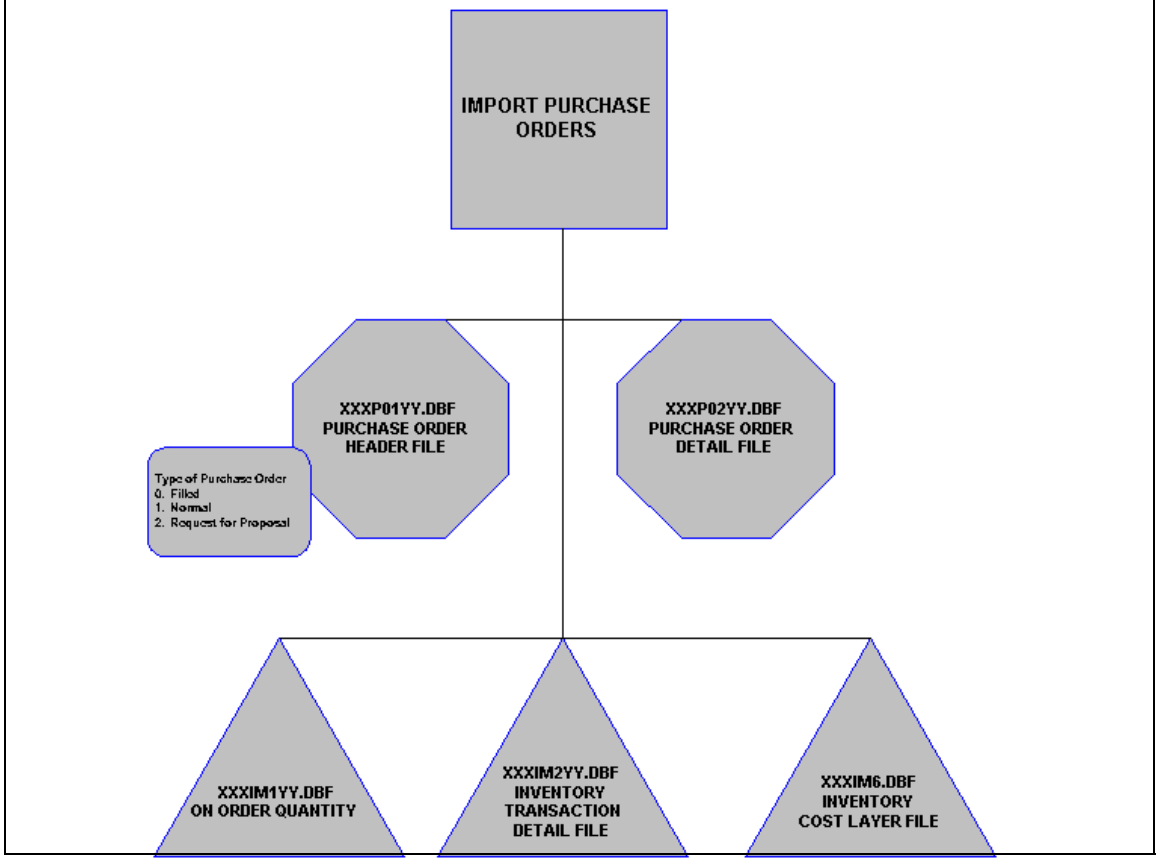
This section covers the processing flow for the different types of transaction processing in the Purchase Order system.

Enter Purchase Order Flowchart

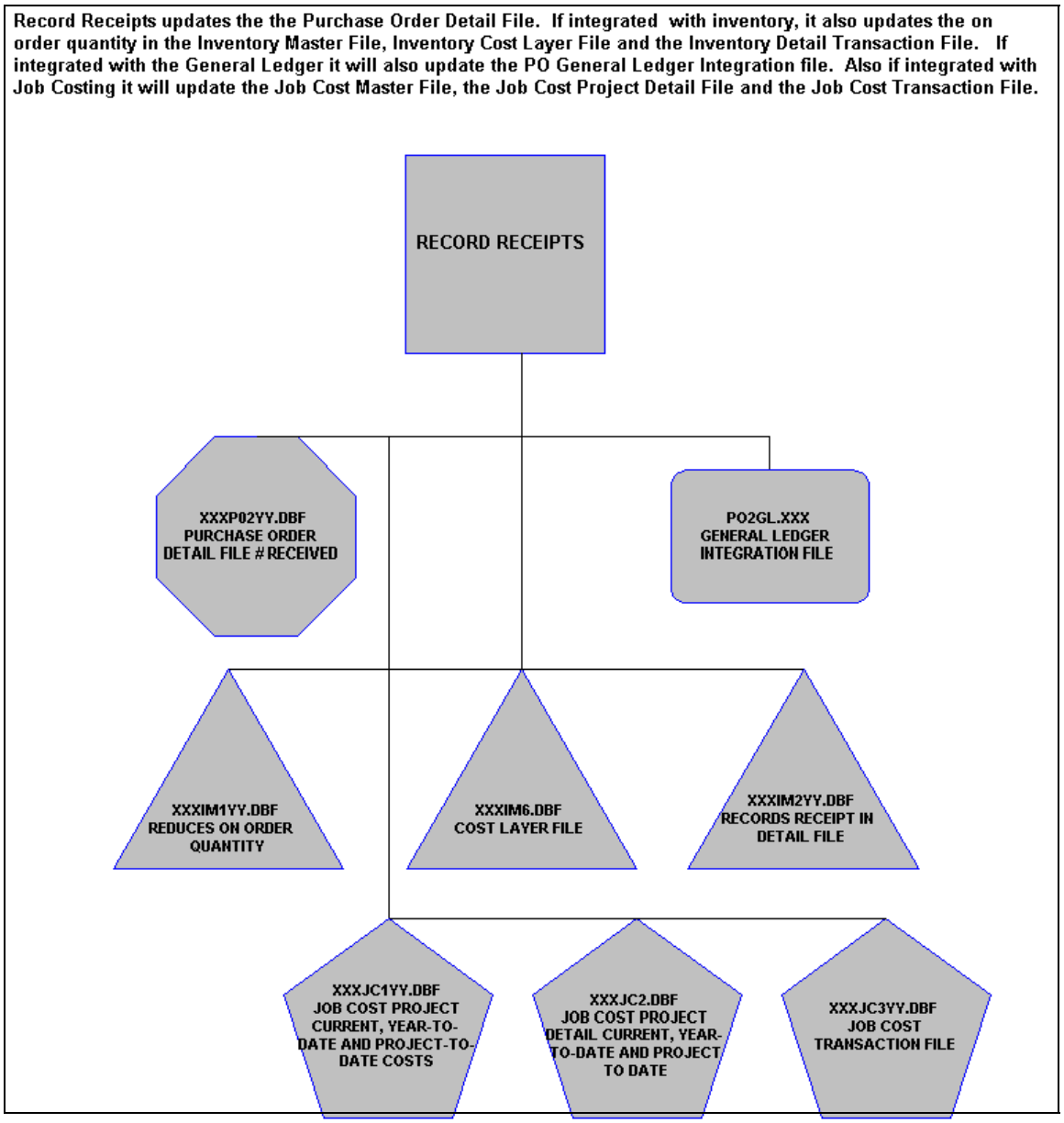

Enter Purchase Orders updates the Purchase Order Header File and the Purchase Order Detail File. If integrated with Inventory it also updates the On Order Quantity in the Inventory Master File, the Inventory Transaction Detail File, and the Inventory Cost Layer File.
ENTER PURCHASE ORDERS
XXXP01YY.DBF PURCHASE ORDER HEADER FILE
Type of Purchase Order
0. Filled
1. Normal
2. Request for Proposal
XXXP02YY.DBF PURCHASE ORDER DETAIL FILE
XXXIM1YY.DBF ON ORDER QUANTITY
XXXIM2YY.DBF INVENTORY TRANSACTION DETAIL FILE
XXXIM6.DBF INVENTORY COST LAYER FILE

Import Purchase Orders Flowchart

Import Purchase Orders updates the Purchase Order Header File and the Purchase Order Detail File. If integrated with Inventory it also updates the On Order Quantity in the Inventory Master File, the Inventory Transaction Detail File, and the Inventory Cost Layer File.

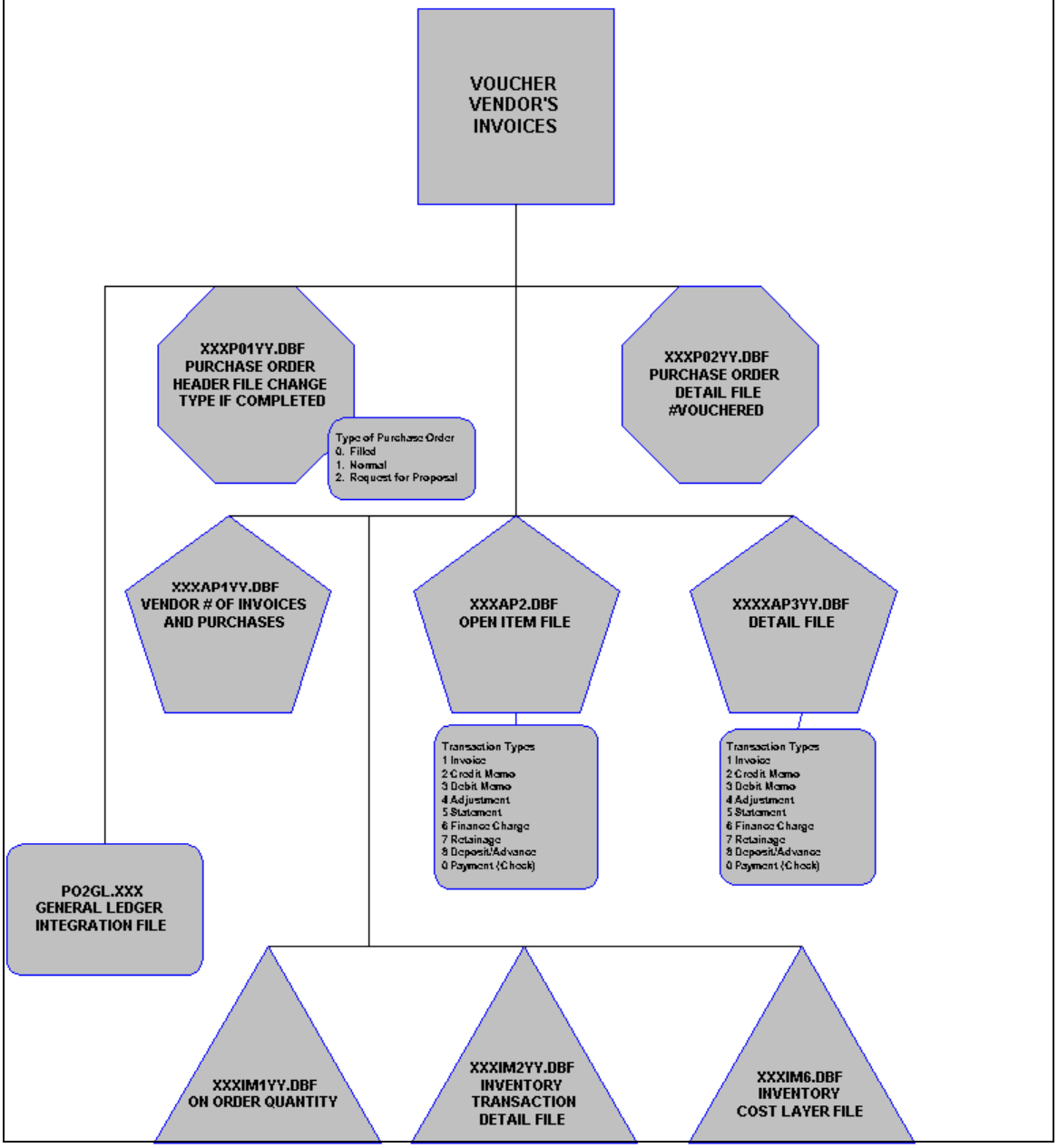


Record Receipts Flowchart


Record Receipts updates the the Purchase Order Detail File. If integrated with inventory, it also updates the on order quantity in the Inventory Master File, Inventory Cost Layer File and the Inventory Detail Transaction File. If integrated with the General Ledger it will also update the PO General Ledger Integration file. Also if integrated with Job Costing it will update the Job Cost Master File, the Job Cost Project Detail File and the Job Cost Transaction File.
RECORD RECEIPTS
XXXP02YY.DBF PURCHASE ORDER DETAIL FILE # RECEIVED
PO2GL.XXX GENERAL LEDGER INTEGRATION FILE
XXXIM1YY.DBF REDUCES ON ORDER QUANTITY
XXXIM6.DBF COST LAYER FILE
XXXIM2YY.DBF RECORDS RECEIPT IN DETAIL FILE
XXXJC1YY.DBF JOB COST PROJECT CURRENT, YEAR-TO-DATE AND PROJECT-TO-DATE COSTS
XXXJC2.DBF JOB COST PROJECT DETAIL CURRENT, YEAR-TO-DATE AND PROJECT TO DATE
XXXJC3YY.DBF JOB COST TRANSACTION FILE

Voucher Vendor Invoices Flowchart

Voucher Vendor's Invoices updates the Purchase Order Detail File and Transaction File. It also updates the Vendor Master File # of invoices and purchases bucket, AP Open Item File, and the AP Detail File. If integrated with the General Ledger it will also update the General Ledger Integration File. It will also update the On Order Quantity in the Inventory Master File, the Inventory Transaction Detail File, and the Inventory Cost Layer File.



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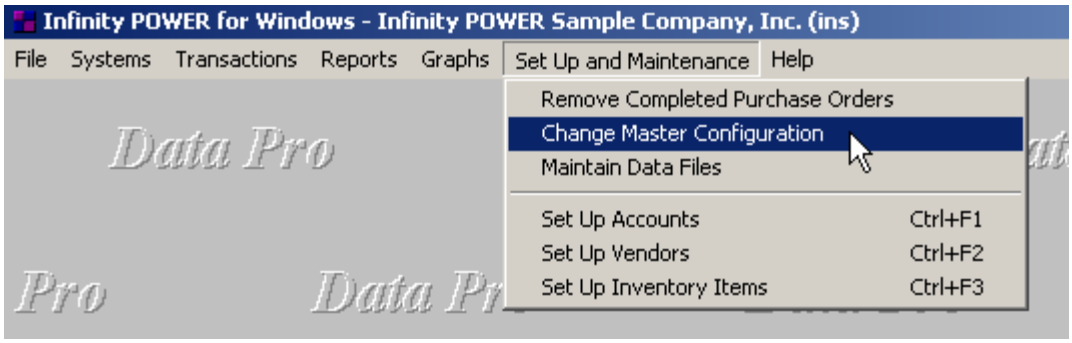
CHAPTER 2 SET UP AND MAINTENANCE

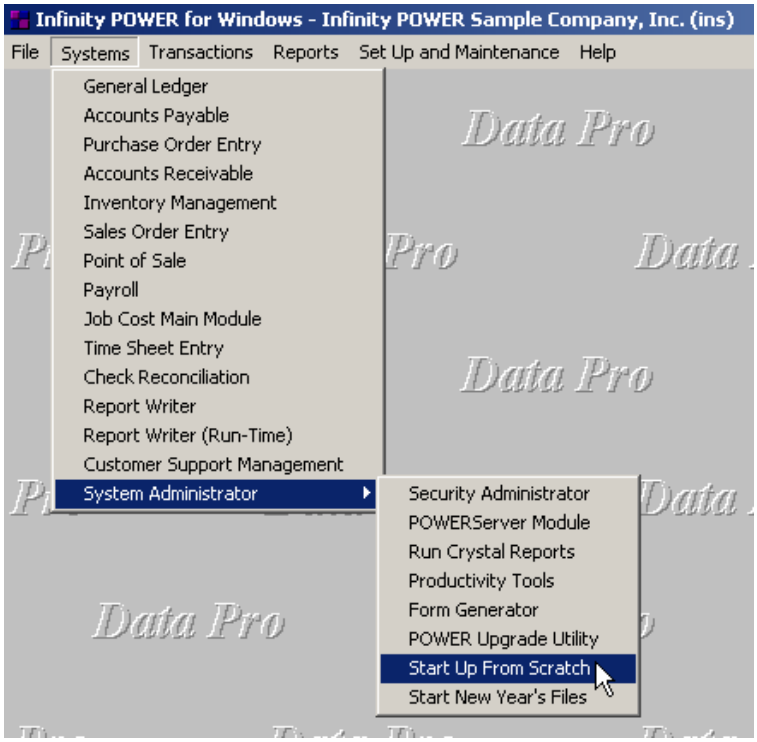
This chapter will provide you with a step-by-step procedure for the initial set up and maintenance of your Purchase Order Entry files. When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



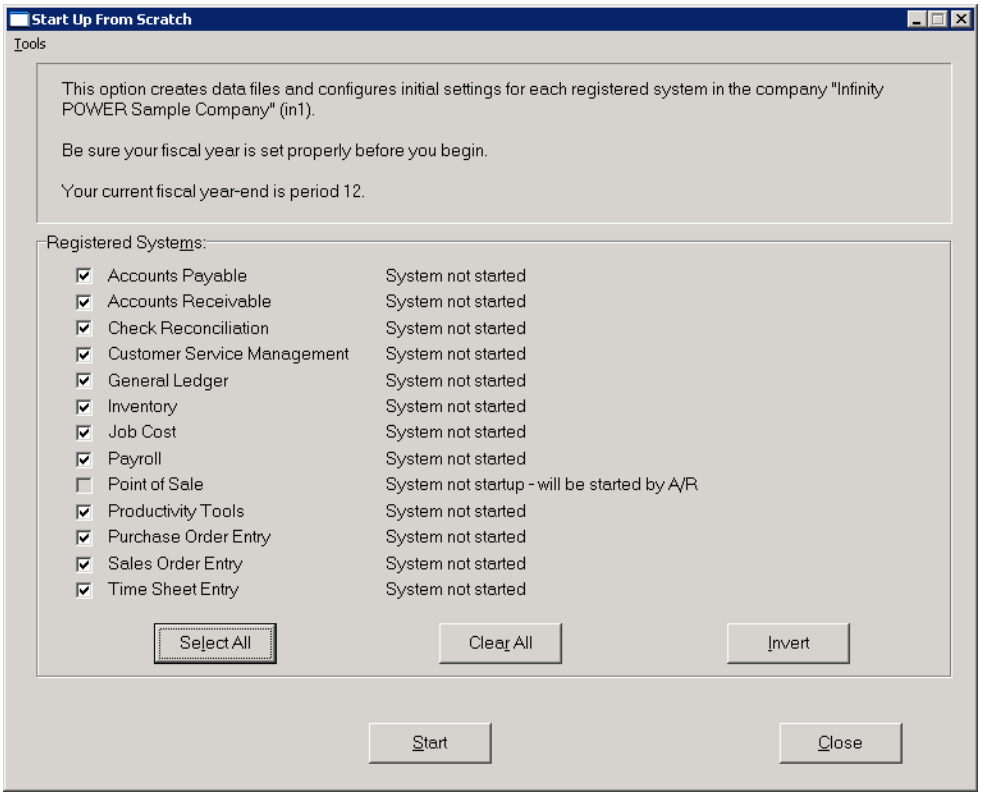
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, ***(Chapter 1)***, you are ready to set up your master Purchase Order Entry files from scratch. Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

"Start Up From Scratch" is utilized to set up your initial Purchase Order Entry and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Purchase Order Entry option ***"Maintain Purchase Order Entry Files."***



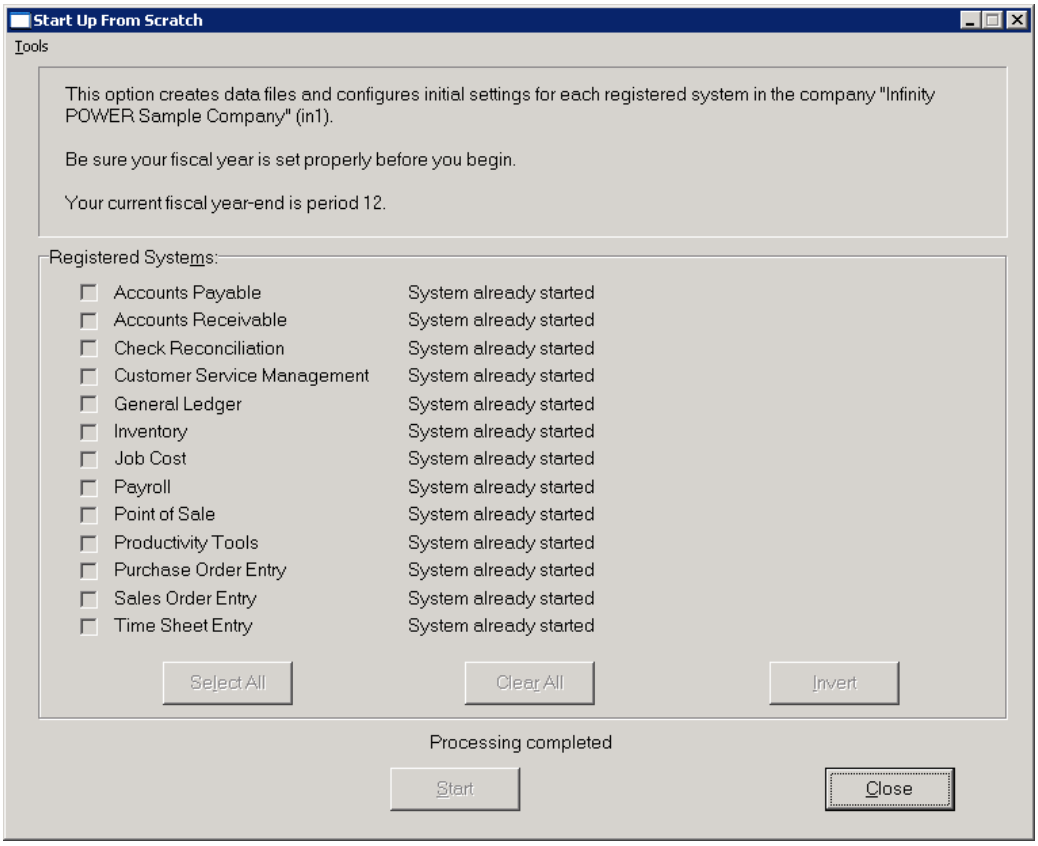
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not startup - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reserve the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System already started
General Ledger System already started
Inventory System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Time Sheet Entry System already started
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"Purchase Order Entry"** module to continue with the configuration functions to be described from here. When the system creates data files from scratch, the following data files are created:

File Name	Description
Master Configuration File (filename: coPO0.dbf)	This file contains your Master Configuration, Forms, Aging Categories, and Integration with other modules information.
Purchase Order File (filename: coPO1dy.dbf)	This file contains the overhead information for each of your current purchase orders.
Purchase Order Detail File (filename: coPO2dy.dbf)	This file contains the detail lines for each of your current purchase orders. This includes the quantities, description, unit prices, etc.
Batch Purchase Order File (filename: coPO4.dbf)	This file contains all sales order information for special orders and drop shipment type orders, necessary to generate the appropriate purchase orders in the Purchase Order Entry System.

NOTE

Attempting to execute this option after these files have already been set up will result in an error message that will not permit you to execute this option again.

Once the files are created, <click> on the **"Close"** button.

NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.

Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

REMOVE COMPLETED PURCHASE ORDERS (PO0414)

This option allows you to conserve disk space by periodically removing all completed or canceled Purchase Orders and Requests for Proposals from your data files. You should execute this option at least once a month.

This option performs a ***"housekeeping"*** task of freeing up disk space which is no longer needed. Although the completed Purchase Orders are removed from the Purchase Order files, you still have the order detail maintained in your Purchase Order Detail file.

Before you execute this option, check the file size of your Purchase Order file **(PO01dy.co)** and Detail File **(PO02dy.co)**. The system will create a temporary work file with all currently open Purchase Orders only and then delete the old file. Make sure that you have sufficient disk space to create this temporary file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your purchase order detail file.

If your Purchase Order data files are **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option.

When the option to ***"Start File for a New Fiscal Year"*** is run, it basically performs a similar function as this option. It will only carry forward into the new year's Purchase Order files those orders with outstanding items **"on-order."** All other items will be maintained in the prior year's data files.

When you select this option, you may <click> on the **"Start"** button to begin the process or <click> on the **"Close"** button to exit. Once begun, all completed and canceled Purchase Order numbers will be displayed as they are being removed. After the process is complete you may <click> on the **"Close"** button to return to the menu.

Results:

All completed and canceled Purchase Orders and Requests for Proposals in the Purchase Order Entry files will be removed.

CHANGE MASTER CONFIGURATION (PO0411)

This option allows you to change the standard Purchase Order Entry configuration. This includes changing the preprinted form selection, stock agings, Purchase Order numbering, and defining which other systems you want to integrate with.

A default configuration is already built into your Purchase Order Entry module. However, you may prefer to change this configuration to meet your company's specific requirements. If you do decide to assume the default values, please review them carefully before you begin processing.

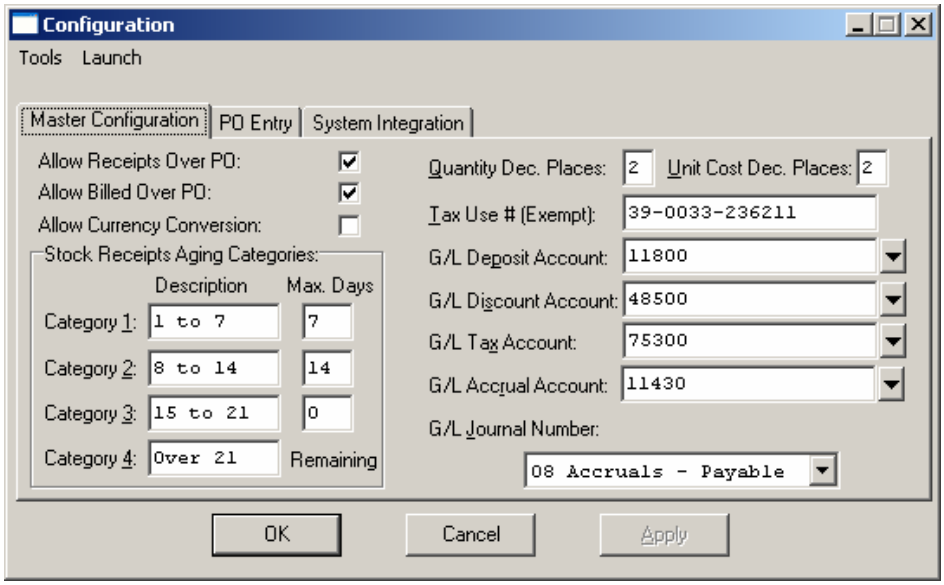
After selecting this option, a screen will appear displaying the following three tabs:

1) **Master Configuration**
2) **PO Entry**
3) **System Integration**

As you proceed to select each option, enter all required changes <click> **OK** to validate and assume the default configuration.

Master Configuration

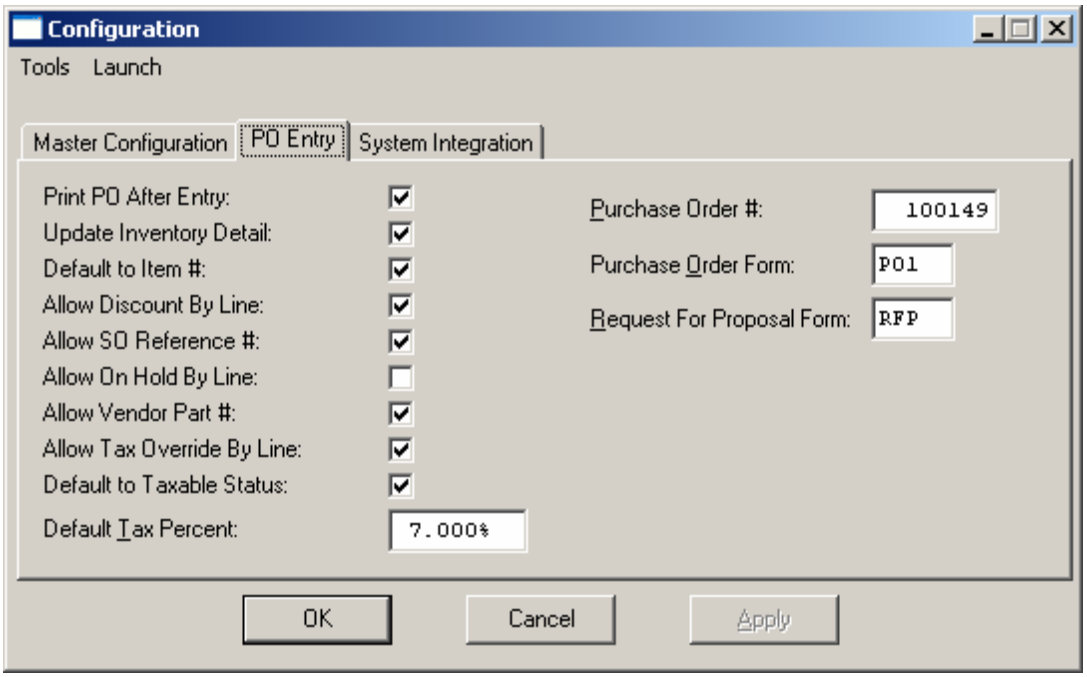
The Master Configuration screen displays the data items necessary for configuring your Purchase Order Entry data files.



Receipts Over PO	Default: **Off** This option tells the system to allow you to receive more of an inventory item at the time of receipt than what you had originally ordered. This may be a convenience to some users, while an accounting nightmare for others. Management's needs must be considered highly when selecting this option. To turn this option on, <click> **"On"** the check box.
Billed Over PO	Default: **Off** This option allows you to specify whether or not you will allow the billing of receipts of additional quantities over what you had originally ordered on a particular Purchase Order. In many industries, it is quite common to order **100** of an item and get shipped **110** due to the nature of their manufacturing process. This is not, however, acceptable in other industries where a single item may cost several hundreds or thousands of dollars. In this case, the receipt of the exact amount ordered would be imperative. To turn this option on, <click> **"On"** the check box.
Currency Conversion	Default: **Off** This option allows you to specify whether or not you will be utilizing the feature for currency conversion in the Purchase Order system. This feature will allow you to convert the amounts on a Purchase Order to that of a specified country, however, a ***"Currency Factor"*** must be set up in the accounting system. For more information on Currency Factors, refer to ***Chapter 4*** of the ***System Administrator Manual.***
Stock Receipts Aging Categories	Default: **(Below)** These data items define the aging categories that will be used when printing the ***"Stock On-Order Aging"*** report. The default values are listed below. **Desc. — Max Days** **Category 1 — 1-7 Days — 7** **Category 2 — 8-14 Days — 14** **Category 3 — 15-21 Days — 21** **Category 4 — Over 21 *(Remaining)***
Quantity Dec. Places	Default: **(2)** This option allows you to specify the number of decimal places to be used for quantities when running options in the Purchase Order Entry module. You may select a number from zero to five.
Unit Cost Dec. Places	Default: **(2)** This option allows you to specify the number of decimal places to be used when entering costs of inventory items throughout the Purchase Order Entry module. You may select a number from zero to five.
Tax Use # (Exempt)	Default: **(Blank)** This is the tax use number for your company if purchases you are making are tax exempt. This number will be printed on all purchase orders that are specified as non-taxable.
G/L Deposit Account	Default: **(26100)** This is the General Ledger account number used to back out a deposit amount at the time that you are vouchering the first invoice against a purchase order. This will only happen during the vouchering of the first

	invoice against a specific purchase order. If the amount of the deposit is greater than the first invoice, then the system will automatically apply a credit invoice as an open item to the vendor's account for the balance. If you are integrated with the General Ledger module, you may <click> on the **Down Arrow *(F2 by default)*** to gain access to your Chart of Accounts and choose from a scrolling list.
G/L Discount Account	Default: **(53100)** This account is the account set up to track the total sales discounts taken when issuing purchase orders through the system. The Purchase Order module will allow you to either take a discount by line item or specify a total discount amount by purchase order. If you take the discount by line item on the invoice, the net cost will be calculated for that item and when the item is received into the system, the cost will be directly posted to the Inventory Asset account. If you take the discount as a total for the whole purchase order, then this amount may be specified to post directly to a particular General Ledger account. The account you specify would depend on the method in which you are interested in tracking this discount amount. Please consult your accountant for clarification on how you should track sales discounts. If you are integrated with the General Ledger module, you may use the **F2** key ***(Input Help Hot Key)*** to gain access to your Chart of Accounts and choose from a scrolling list.
G/L Tax Account	Default: **(96200)** This account may be specified to reflect the payment of any sales tax on purchases from your vendors. You may want these amounts to be calculated into Cost of Goods Sold or simply tracked on their own. If you are integrated with the General Ledger module, you may use the **F2** key ***(Input Help Hot Key)*** to gain access to your Chart of Accounts and choose from a scrolling list.
G/L Accrual Account - Default: (11100)	This is a temporary holding account used as an offset to the Inventory Asset account at the time of recording receipts of items. This account will be reversed at the time that you perform vouchering of an invoice. If you are integrated with the General Ledger module, you may use the **F2** key ***(Input Help Hot Key)*** to gain access to your Chart of Accounts and choose from a scrolling list.
GL Journal Number	Default: **(8)** This is the General Ledger Journal number that you have assigned for invoices vouchered into the General Ledger system through the Purchase Order Entry module. All General Ledger activity for *"Voucher Vendors' Invoices"* will be posted to this journal. Normally this Journal Number would be the same as the Journal Number used in Accounts Payable for vouchers on accruals, but you may track the transactions run through Purchase Order separately by specifying a different Journal Number here.

PO Entry



Print After Entry	Default: **Off** This option allows you to specify to the system to print the purchase order you have just entered at the time that you validate that order. Normally, the system handles the printing of orders in a batch processing mode where you may enter any number of orders and then go to the option to print orders. To turn this option on, <click> **"On"** the check box.
Update Inventory Detail	Default: **On** If you are interactive with Manufacturing Inventory Management and the maximum number of records for the inventory transaction file is not zero, the Purchase Order Entry system will post the purchase orders' detail and receipts detail to this file. To reduce the disk space required for the inventory detail file, you may use this option to indicate that you do not want the purchase order detail posted to this file. If you turn this option **"Off,"** the system will not update the inventory detail file with each initial purchase order. Having the option turned **"On"** will tell the system to save initial order detail.
Default to Item #	Default: **On** This option allows you to specify whether the system will, by default, prompt you for an Inventory Item Number at the time of entering the purchase order detail lines. If this option is turned **"Off,"** the system will prompt you for a General Ledger chart of account number by default.

Discount by Line	Default: **Off** This option allows you to specify whether the system should prompt you at the time of entering a purchase order for additional discounts by line item. You may specify an overall discount for the entire purchase order at the original entry screen, or you may use this feature to take discounts by specific line item. To turn this option **"On,"** <click> on the check box.
SO Reference #	Default: **Off** This, too, is an optional feature that if turned **"Off,"** will stop the question from being prompted on the screen during the entry of purchase orders. The Purchase Order Entry and Sales Order Entry modules may be integrated to allow the transfer of a sales order to a new purchase order. If you wish to allow this transfer between the two modules, you should turn **"On"** this option. This will then allow the cross-referencing of a sales order number against a purchase order. To turn on this option, <click> **"On"** the check box. This cross-reference number is helpful in tracking Special Orders and Drop Shipment Orders from Sales Order and making sure that once the products are received through the Purchase Order module that they are also then billed through the Sales Order module. By turning **"On"** this option, you will still have the system prompt you for a Sales Order Number, even if you are not utilizing the transfer option between the two modules. You may simply want to use it as a reference field against orders in the Sales Order file.
On Hold by Line	- Default: **Off** This option allows you to specify whether individual items on a Purchase Order may be held from printing. For various reasons, such as price negotiations, you may want to issue a purchase order with only some of the items printed. The remaining items may be printed at a later date. To turn **"On"** this option, <click> on the check box.
Vendor Part #	Default: **Off** If you are interactive with the Manufacturing Inventory Management module, that system will allow you to specify by inventory item number, a primary and secondary vendor, and their respective part numbers. By turning **"On"** this option, you are telling the system to do one of two things. First, if the vendor you are currently issuing the purchase order to is either the primary or secondary vendor, then the appropriate vendor's part number will automatically be placed as part of the line item detail of this order. Second, if you are not interactive, or no primary or secondary vendors have been set up for the specific inventory item, then you may enter the number yourself at the time of order entry. By turning **"Off"** this option, you are telling the system not to look for any interaction and to bypass this field altogether at the point of order entry.
Tax Override by Line	Default: **Off** By turning **"On"** this option, the system will allow you to specify by line item on a purchase order whether or not you should be taxed. This feature gives you the ability to utilize both methods on the same transaction. To turn **"On"** this option, <click> on the check box.

Default Tax Status	Default: **On** This option determines whether items on your purchase orders should normally be taxed or not. If you turn **"On"** the ***"Tax Override by Line,"*** the system will still allow you to make exceptions by line item.
Default Tax Percent	Default: **(6.00)** This option allows you to specify the default tax percentage that you would pay on all of your purchases. This percentage amount may be overridden at the time of entering the purchase order.
Purchase Order #	Default: **(1000000)** This is the starting purchase order number that you would like the system to use for automatic numbering at initial purchase order entry. If you set this value to zero **(0)**, the system will allow you to assign purchase order numbers at the time of entry.
Purchase Order Form	Default: **(LPO1)** This is the name of the purchase order form that will be used when printing purchase orders. See the **Purchase Order** sections of the *Infinity POWER Supported Forms Reference Manual* for a listing of the standard forms available with this module and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through **DPAForms** and may also be found in the **DPAForms Catalog** included in the Product Kit. They may also be found on the CD-ROM presentation.
Request for Proposal Form	Default: **(RFP)** This is the name of the Request for Proposal form that will be used when printing requests for proposals. See the **Plain Paper, Purchase Order** section of the *Infinity POWER Supported Forms Reference Manual* for a listing of the standard forms available with this module.

Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.

Contact the **Support Services** department at **(727) 803-1550** for details on requesting a forms modification.

System Integration

Integration with Other Systems - Default: **(Below)**

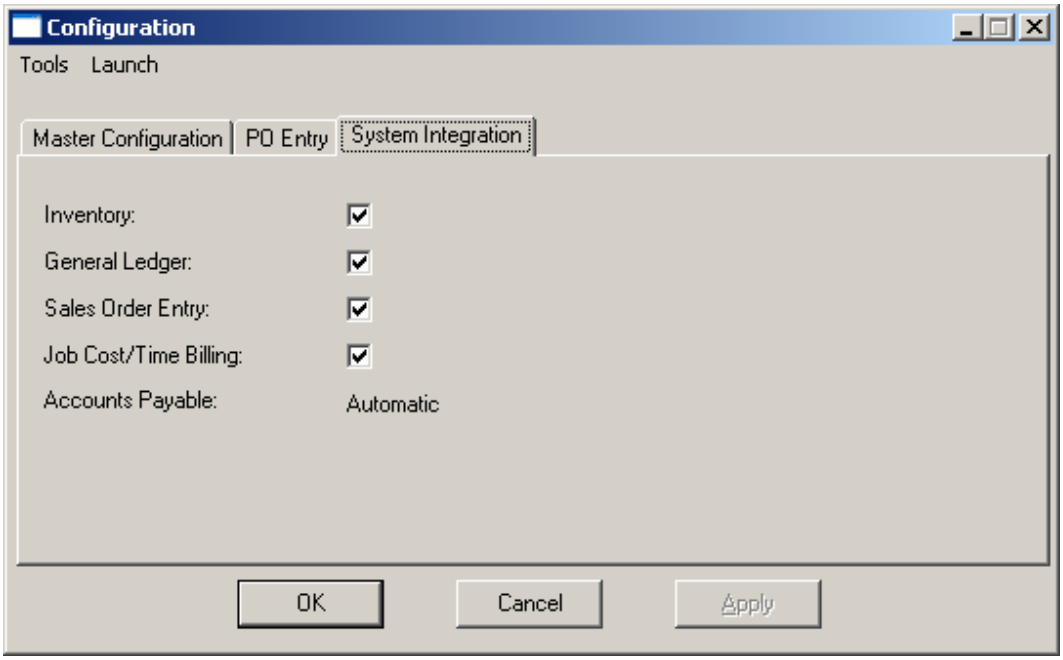
Inventory **: Off**

General Ledger **: Off**

Sales Order Entry **: Off**

Job Cost **: Off**

Accounts Payable **: Automatic**



Indicate a response if your system will be integrating with **Inventory**, **General Ledger**, **Sales Order Entry**, or **Job Cost Main Module** by <clicking> **"On"** the check box for that module. These are the only modules that you may configure Purchase Order Entry to actively update. Integration with **Accounts Payable** is automatic and is **required** in order to use the Purchase Order Entry System.

<Click> on the **"OK"** button to validate or assume the defaults for this Configuration set up. To leave this area and not make any changes, <click> on the **"Cancel"** button.

SET UP ACCOUNTS

This section discusses the ways to set up *(or create)*, modify, delete, and copy General Ledger account numbers. Each of the accounts in your Chart of Accounts has a number assigned to it. This number can be up to twenty **(20)** characters *(alpha/numeric)*. It is normally three to ten **(10)** characters. The numbering sequence is user-definable, but should be well planned to insure easy retrieval of accounts and for reporting purposes. **Chapter 1** of the General Ledger manual describes how to organize your account numbers the most efficiently. Select the ***"Set up and Maintenance***" option from the Menu Bar. Then, select the ***"Set Up Accounts"*** option. A screen will appear with several processing options. From this screen, you may choose to **"navigate"** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file *(which can be based on a search routine).* You are automatically in **"Inquiry"** mode when you select this option.

You may add **"notes"** to any General Ledger Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail,

select the last record in the detail list or search through the detail records. You may then view the notes for this record. If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields.

If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (GL0400)

The **"Inquiry"** mode provides a quick look at Month-To-Date and Year-To-Date account balances compared to their budgets. A variance is displayed indicating whether it is favorable or unfavorable. A favorable account variance is one that is under budget. An unfavorable account is one that is over budget. The system automatically adjusts for certain account type exceptions such as Sales and Assets, where it would be favorable to be over budget and unfavorable to be under budget.

Once the account has appeared on the screen, you may review the account information. This information includes the account number, description, account type, contra flag, status and the Month-To-Date and Year-To-Date actual, budgets and variances.

While in **"Inquiry"** mode, you may choose to view the individual periods by <clicking> on the **"Periods"** button. Once this information is displayed on the screen you will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Close."**

Add Mode (GL0401)

This option allows you to set up new accounts in your General Ledger Account File. After initial set up, any changes to the account balances should be made through the ***"Transactions"*** option in order to maintain an audit trail. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***

The first screen will be used to define the account description, the account type, whether or not it normally maintains a contra balance, status and the balance at the beginning of the year. The "Periods" screen is a scrolling screen, which maintains the account balance and budget amount for each month of the year.

The following is an explanation of each of these data items:

Account #	This is a twenty **(20)** character *(alpha/numeric)* number.
Description	This is a thirty **(30)** character description of the account which will be displayed on all reports and financial statements.
Account Type	This type is used by the system to determine whether it is normally a debit or credit balance account, where it belongs on the financial statements, and how the accounts should be grouped when printing the Statement of Changes and Ratio Analysis reports. The following is a list of the fifteen predefined types: **CA - Cash** **CA - A/R** **CA - Inventory** **CA - Mkt Securities** **CA - Other** **Fixed/Other Assets** **Current Liabilities** **Long-Term Liab.** **Equity** **Income / Sales** **Cost of Sales** **Operating Expenses** **OpExp - Depr/Amort** **Other Expenses** **Other Income**
CA	Current Assets
OpExp	Operating Expenses
Contra Balance	<Click>ing on this field lets the system know whether the normal balance of this account is contrary *(opposite)* to this type of account. For instance, Accumulated Depreciation is a contra balance to Non-Current Assets. This means it does not maintain the same type of normal account balance, as do other accounts that would be grouped in this particular category of accounts.
Account Status	This defines the status of this account. The following is a list of the five status types: **Normal** **Stat Account** **Heading Only** **Inactive Temp** **Inactive Perm** All transaction entry options within the **Infinity POWER** products will not allow transaction posting to an account unless the status is either **"Normal"** or a **"Stat Account"** status type. The **"Stat Account"** type can only be posted to if the ***"Allow Out-Of Balance"*** journals entries is turned **"on"** in the General Ledger Configuration. The **"Heading Only"** status is used to define a chart of account as a descriptive heading only. The **"Inactive Temp"** status is used to temporarily inactivate an account so that no journal entries can be posted to that account. This may be changed at a later date to a **"Normal"** status and entries may then be accepted. **The "Inactive Perm"** status is used to permanently inactivate an account. The ***"Start New Year"*** and ***"Bring Balances Forward"*** options will not bring an account into the new year if the account is set to the status type and the account's balance is zero.

Beginning Balance	This data item contains the balance of the account at the beginning of the fiscal year. Make sure that all Income Statement accounts have a zero balance at the beginning of the year. Before entering the Beginning Balance, notice the display field in parenthesis that is either reading **"Debit balance normal"** or **"Credit balance normal."** This is a reference that the system creates from the account type that you have defined for this account.

NOTE

If you are entering beginning balances for accounts that normally have a **"debit balance"** (Asset, Liability), the amount entered should be positive. If you are entering beginning balances for accounts that normally have a **"credit balance"** (Equity, Liability), the amount entered here should be preceded with a minus **(-)** to make the amount negative.

<Click> on the **"Save"** button to validate the first screen of information. While in **"Add"** mode, you may choose to add individual period information by <clicking> on **"Periods"** button. This screen is a scrolling window, which contains the balance of the account and the budget amount for each month of the year. You will also see the total year Actual Balance and Budget Amount.

Once this screen is displayed you will have the tool bar navigation options to select from. You may choose the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."**

When you choose to select a specific record in the file, by <clicking> on the Binocular button, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"Save."**

The dollar amounts that are entered here should be the net change in the account during the specific period. For the Income Statement accounts, the amount should be either the amount of sales or income or the amount of expenses for the period.

For the Balance Sheet accounts, the amount should be the **change** in the balance of the account during that period. Keep in mind that if you are using the **13 Period Processing** method, the period numbers listed on the right of the scrolling screen are normally representative of the month of the year. When using the **13 Period** method, these numbers now represent the fiscal period numbers of the year ***(Periods 1 through 13)***.

The General Ledger includes an additional set of options designed to allow the entry of budgets from a separate set of options. There are several advantages to using these various options, but most importantly, they provide a mechanism that allows for budget set up and changes without having other users in an option where account balances are maintained.

Therefore, if security is a concern, the options to set up and change accounts should be defined in the Advanced Security Module and other users should only be allowed to make budgeting changes through the options to ***"Set Up Account Budgets."*** The ***"Set Up Account Budgets"*** options will directly affect the dollar amounts in the budget fields found in this option. As they are changed in the ***"Set Up Account Budgets"*** option, they will automatically be changed here.

The dollar amounts found in the budget fields, by period, will be used in budget comparison reports for the Balance Sheet and Income Statement. Therefore, whatever number is currently found in these fields will be used in the printing of these reports.

The ***"Archive / Restore Budgets"*** option allows for the movement of budget numbers for use in printing the various budget comparison reports. Every time a budget is restored using this option, the budget amount for each field found in this option will possibly be changed. Therefore, consideration should be given to defining this option in Advanced Security as well.

Results:

coGL1dy.dbf - General Ledger Account File
- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

Change Mode (GL0402)

This mode allows you to change all information for any account. After initial set up, any changes to the account balances should be made through the ***"Transactions"*** option in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the ***"Set Up Accounts"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

While in **"Change"** mode, you may choose to change individual period information by <clicking> on **"Periods"** button. This screen is a scrolling window, which contains the balance of the account and the budget amount for each month of the year. You will also see a message which tells you the total year Actual Balance and Budget Amount.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Save."**

When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting *(cut)*, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **"Save"** button to validate this record.

Results:

coGL1dy.dbf - General Ledger Account File
- Account Information updated
- Beginning Year Balance updated
- Period Balances and Budget Amounts updated

Delete Mode (GL0403)

This mode allows you to delete an account. You cannot, however, delete an account, which has a balance in any of the twelve or thirteen periods or a beginning year balance. Even though all balances are zero, you should not delete any account that has had any transactions posted to it during the current period.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the***

Current Record" button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

coGL1dy.dbf - General Ledger Account File
- Account Information marked for deletion

Copy Mode (GL0404)

This mode allows you to set up new accounts by copying existing ones. This option is very useful when setting up similar accounts for different departments, profit centers, or renumbering accounts. When using this option, the system provides a quick method of setting up accounts that are very similar. Many companies use departmental or profit center reporting and need, for example, similar expense accounts for each department. Using this option, the accounts can be set up once and then copied to each department.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coGL1dy.dbf - General Ledger Account File
- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

SET UP VENDORS

This section discusses the ways to set up, change, delete, and copy vendors. This includes the option to **"import"** vendor information from other systems. The source is irrelevant as long as the information is in an ASCII file.

Select the ***"Set up and Maintenance***" option from the Menu Bar. Then, select the ***"Set Up Vendors"*** option. A screen will appear with several processing options. From this screen, you may choose to **"navigate"** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file *(which can be based on a search routine).* You are automatically in **"Inquiry"** mode when you select this option.

You may add **"notes"** to any Vendor Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add.."*** A screen will appear with the current date and time.

You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (AP0400)

The **"Inquiry"** mode allows you to view summary information about your vendors. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Once the vendor has appeared on the screen, you may review the account information. The factor information can be accessed by <clicking> on the **"Factor"** button. You may view up to **5000** current open items by <clicking> on the **"Open Items"** button. Aging Information can be seen by <clicking> on the **"Aging"** button and Additional Vendor Information can be seen by <clicking> the **"Other Info"** button. Historical information, including monthly purchase amounts, year-to-date payments and average days to pay is accessible through <clicking> on the **"Historical"** button.

When accessing the **"Open Items"** or the **"Historical"** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number.

When you select to view by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."**

Add Mode (AP0401)

This option allows you to set up new vendors. You may input all vendor specific information except for open items. This option allows you to add new vendors to your Accounts Payable Vendor file. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your vendors. This process will repeat itself for each new vendor.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on a vendor account:

Vendor Number	This number is a ten **(10)** character field *(alpha/numeric)* that may be assigned entirely at your discretion.
Vendor Description	This is the thirty **(30)** character *(alpha/numeric)* field for the name of the vendor. This name will be displayed on all screens, reports, checks, and 1099s.
Address	This is the full mailing address of the vendor. It includes four lines of thirty **(30)** characters for the address, fifteen **(15)** characters for the city, two **(2)** characters for the state abbreviation, and ten **(10)** characters for the zip code. If you have elected to use ***"International Addresses"*** *(a set up feature in Global Functions)* the system will include **"Country,"** as a data field in the address information for this company. The address information will consist of four lines of thirty **(30)** characters for the address, fifteen **(15)** characters for the city, fifteen **(15)** characters for the state, fifteen **(15)** characters for the country and **(10)** ten characters for the zip code. **For example:** **Vendor Name:** ABC Company, Inc. **Address:** 123 Main Street Suite 1030 **City:** Vancouver

	State: Brit. Columbia **Cntry:** Canada **Zip:** V6E 4A2
E-mail	This is a fifty **(50)** character *(alpha/numeric)* field for the E-Mail address name for the company or contact for this vendor. This can be an Internet Address or a World Wide Web address. This field is for reference purposes only. For example, **dpasupport@dpro.com** can be used in your vendor set up for Data Pro Accounting Software's Technical Support Department.
Comments	These are two lines of fifty **(50)** characters each *(alpha/numeric)* for any comments or notes you would like to record for this vendor. These comments can be used to **"flag"** the user, drawing attention to pertinent information before recording transactions in the system. This feature can be set by <clicking> on the check box of the **Display Vendor Comments** field in the ***Accounts Payable Master Configuration*.** Any **Comments** will then display on the screen when performing **"Voucher Vendors Invoices," "Write A Single Check,"** or **"Record Manually Written Checks."** See the ***"Change Master Configuration"*** option for more details on setting up this feature.
Special (U-Define)	This is a twenty **(20)** character *(alpha/numeric)* field to be used for any additional information you would like to enter for this vendor. The heading ***"Special"*** may be replaced by the heading you have entered in the Master Configuration. The **"*"** placed at the beginning of this label identifies to the program that this field will be used as a special **"search/sort"** field. This means that you may use this field to find specific vendor records by this field as well as through the normal Vendor Number and Vendor Name fields.
Contact	This is a twenty **(20)** character field for the name of the person to contact at the vendor's office.
Phone	This is a fourteen **(14)** character field for the vendor's phone number. This field is large enough to contain the full phone number including the area code and hyphens.
Fax #	This is a fourteen **(14)** character field for the vendor's fax number. This field is large enough to contain the full fax number including the area code and hyphens.

Set up or Change a Factor

The **"Factor"** button will allow you to access another screen, which allows you to enter or change the factor information. A **"factor"** is a payment or collection agency employed by your vendor.

Remittance of all payments would normally go to this **"factor,"** instead of the vendor. In other words, if you pay a bill that goes somewhere other than the mailing address of this vendor, you should set up the address where the check gets mailed to as the **"factor."** This is common where you may issue purchase orders to a company's address in one location and pay the bills to another address of that company. The following describes each of the data items. If this information is set up and the Factor Name has a value, then EFT operations for this vendor will not function.

Factor Name	This is a thirty **(30)** character field for the name of the factor. The checks will be written ***"Payable To"*** this name if it is entered.
Factor Address	This is the address of the factor, if the factor is being used. The checks will be written with this as the mailing address.

NOTE

If you have elected to use ***"International Addresses"*** *(a set up feature in Global Functions)* the system will include **"Country,"** as a data field in the address information for this company. The address information will consist of four lines of thirty **(30)** characters for the address, fifteen **(15)** characters for the city, fifteen **(15)** characters for the state, fifteen **(15)** characters for the country and **(10)** ten characters for the zip code.

Set Up Other Information

This area will allow you to set up additional information for this vendor which may include print status of 1099s, Tax Identification number, default General Ledger expense account number, checking account number, Insurance Carrier, Policy Number and expiration date, Vendor Bank Account and routing number, terms and discount information.

Print 1099	This checkbox indicates whether or not you would like a 1099 form to be printed for this vendor. When <clicked> **"on"** a 1099 will print for this vendor.
Tax ID #	This is the vendor's tax identification number that will be printed on the 1099 form.
GL Account	This is the General Ledger expense or asset account number that would normally be used to classify purchases from this vendor. The system will use this account unless changed at the time of vouchering invoices. This is the General Ledger account that is debited *(increased)* to reflect the activity when vouchering a vendor's invoice.
Bank Account	This is the default checking account number that will be used when writing checks for this vendor.
Insurance Carrier	This is a thirty **(30)** character field for the vendor's insurance carrier. This field, along with the ***"Policy #"*** and ***"Exp Date"*** fields are used to display an expiration warning when the insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Policy #	This is a twenty **(20)** character field for the vendor's insurance policy number. This, along with the ***"Insurance Carrier"*** and ***"Exp Date"*** fields, are used to display an expiration warning when the insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Exp Date	This is a date field for the vendor's insurance policy expiration date. This, along with the ***"Insurance Carrier"*** and ***"Policy #"*** fields, are used to display an expiration warning when the insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Vendor's Bank Account	This is a seventeen **(17)** character field for the vendor's bank account number. This, along with the ***"Vendor's Bank Routing"*** field, is used in conjunction with **(EDI)** Electronic Data Interchange procedures.
Vendor's Bank Routing	This is a nine **(9)** character field for the vendor's bank routing number. This, along with the ***"Vendor's Bank Account"*** field, is used in conjunction with **(EDI)** Electronic Data Interchange procedures.

Terms Type	This is the default payment terms for all invoices vouchered for this vendor. This will default to the terms set up in the Master Configuration.

You may <click> on the pull-down window which gives you a menu to choose from. The terms types are described below.

Immediate	This specifies that the open item will be paid on the next check run.
Net Days	This determines that the due date for the open item will be a specified number of days from the invoice date *(0 to 999 days)*.
Net Days EOM	This determines that the due date for the open item will be a specified number of days from the end of the month of the invoice date *(0 to 999 days).* You may also use the ***EOM Cutoff Day*** to enhance this payment term by specifying a specific day of the month to be considered the end of the month. If set at zero **(0)**, the actual month end day would be used. If a cutoff day is specified, and the invoice date specified is after the EOM Cutoff, the EOM calculation is performed on the following month.
Batch	This allows you to group certain open items together for payment based on a user-definable batch number from **1** to **999**.
Suspense	Any open items classified as **"suspense"** will never be paid until you change the terms to some other type. This is the normal classification for disputed invoices. **"Voiding"** a previously written check will reinstate the open item and classify it as **"suspense"** terms type unless it is voided on the same date the check was issued..
# of Days Batch #	This is the number of days used in the calculation of the due date for terms types "Net Days" and "Net End Of Month Days."
Batch #	If the terms type is set to **"Batch,"** this is the batch number.
EOM Cut-Off	The ***EOM Cutoff Day*** enhances the payment term by specifying a specific day of the month to be considered the end of the month. If set at zero **(0)**, the actual month end day would be used. If a cutoff day is specified, and the invoice date specified is after the EOM Cutoff, the EOM calculation is performed on the following month.
Discount %	This is the default payment discount that will be taken on invoices for this vendor when paid within the specified terms.
Discount Days	This is the number of days used in the calculation of the discounts. This is a number **0** through **99**.
Always Take Discount	This checkbox indicates whether or not you should always take the payment discount for this vendor. If left blank, the system will only take the discount on invoices paid within the terms. If you <click> "on" this option, the system will always take the discount on all invoices, regardless of when they are paid.

Change Historical Information

The **"Historical"** button will allow you to review another screen from which you may enter or change the historical information for this vendor. The historical information will be automatically updated during normal processing and should not be changed here except for set up purposes.

The following describes each of the data items.

Year to Date Payments	This is the total dollar amount of all checks written to this vendor during the current year. This amount will be printed on the vendor's 1099 form.
Average Days to Pay	This is the average number of days that it takes you to pay invoices that you receive from this vendor *(based on the invoice date).*
Basis - # of Invoices	This is the number of invoices that were used in the calculation of ***"Average Days to Pay."*** On the bottom portion of this screen, there is a scrolling window that allows you to enter the number of invoices and total amount of purchases for each period of the fiscal year. This information will be updated automatically as you process information throughout the year.

Results:

coAP1dy.dbf - Vendor File
- New Vendor is added to file

Change Mode (AP0402)

This mode allows you to change all information for any account. If you have made any mistakes during this set up process, you may return to the ***"Set Up Accounts"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

While in **"Change"** mode, you may choose to change Historical information by <clicking> on **"Historical"** button. This screen is a scrolling window, which contains the purchase amounts for each month of the year. It also has the Year-To-Date Payments and Average Days to Pay, and Number of Invoices.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Save."**

When you choose to select a specific record in the file, you may search for that record by account number, description or special *(u-define)* field. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting *(cut),* delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **"Save"** button to validate this record.

Results:

coAP1dy.dbf - Vendor File
- Vendor Information is updated

Delete Mode (AP0403)

This mode allows you to delete vendors. **NOTE**: You cannot delete a vendor that has current open items or if current historical information is in the vendor file. If you delete a vendor that has purchases or payment information, it may distort some of your reports, including your **1099s**.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a vendor is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

Results:

coAP1dy.dbf - Vendor File
- Vendor Information is marked for deletion

Copy Mode (AP0404)

This option allows you to set up new vendors by copying existing ones. This option is very helpful in setting up multiple location vendor accounts or in renumbering your vendors. Using this option, the system provides a quick method of setting up vendors that are very similar. Many vendors may have multiple locations or ***"chain stores"*** which bill you individually.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

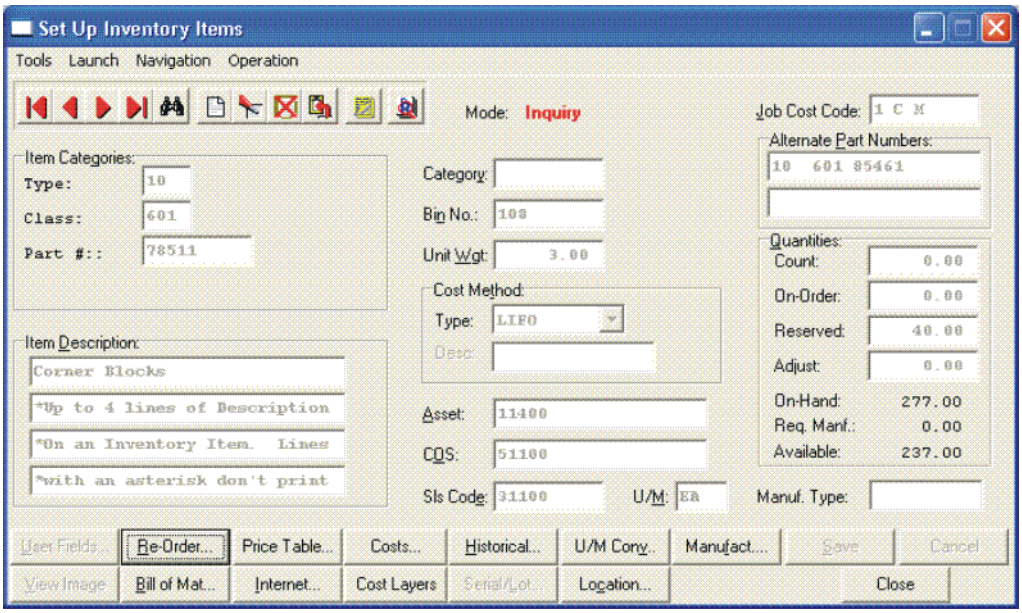
You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coAP1dy.dbf - Vendor File
- New Vendor is added to file

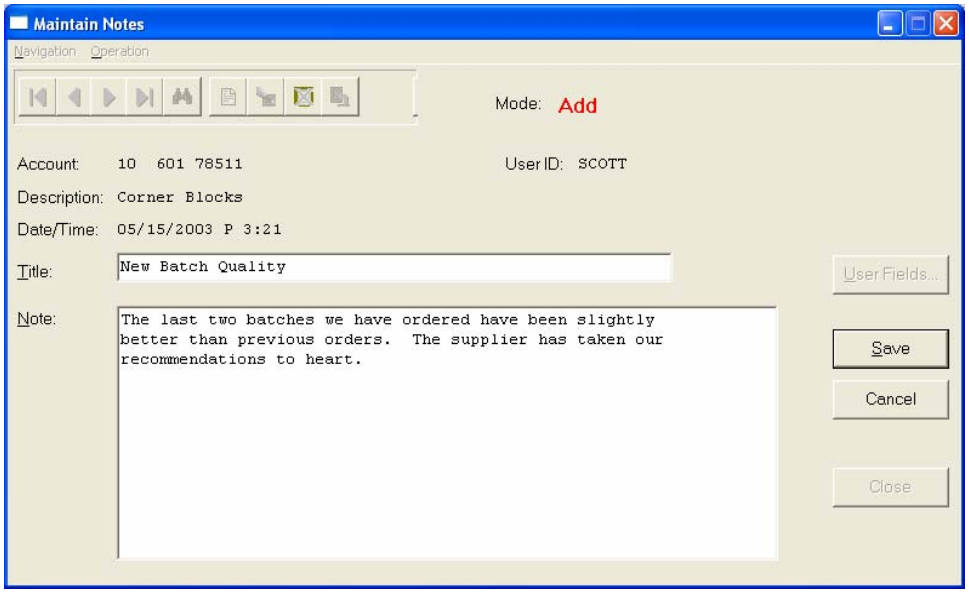
SET UP INVENTORY ITEMS

This section discusses the ways to set up, change, delete, and copy inventory items. It also covers how to **"import"** new items from other accounting systems and print the Inventory Detail Report, which is used to verify all information input into the inventory files.



You may add **"notes"** to any Inventory Item that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time.

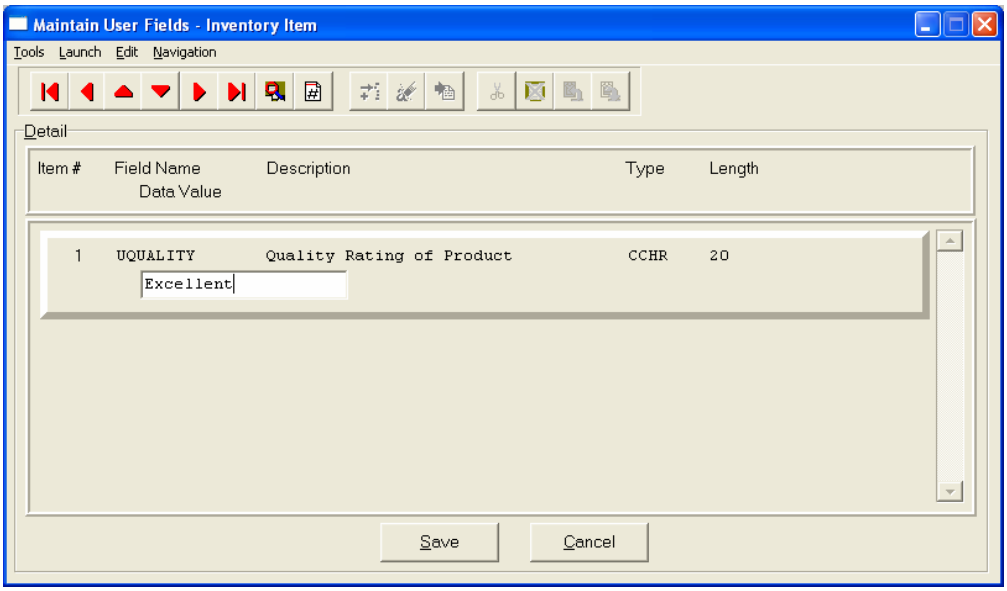

Maintain Notes
Navigation Operation
Mode: Add
Account: 10 601 78511
User ID: SCOTT
Description: Corner Blocks
Date/Time: 05/15/2003 P 3:21
Title: New Batch Quality
Note: The last two batches we have ordered have been slightly better than previous orders. The supplier has taken our recommendations to heart.
User Fields...
Save
Cancel
Close

You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

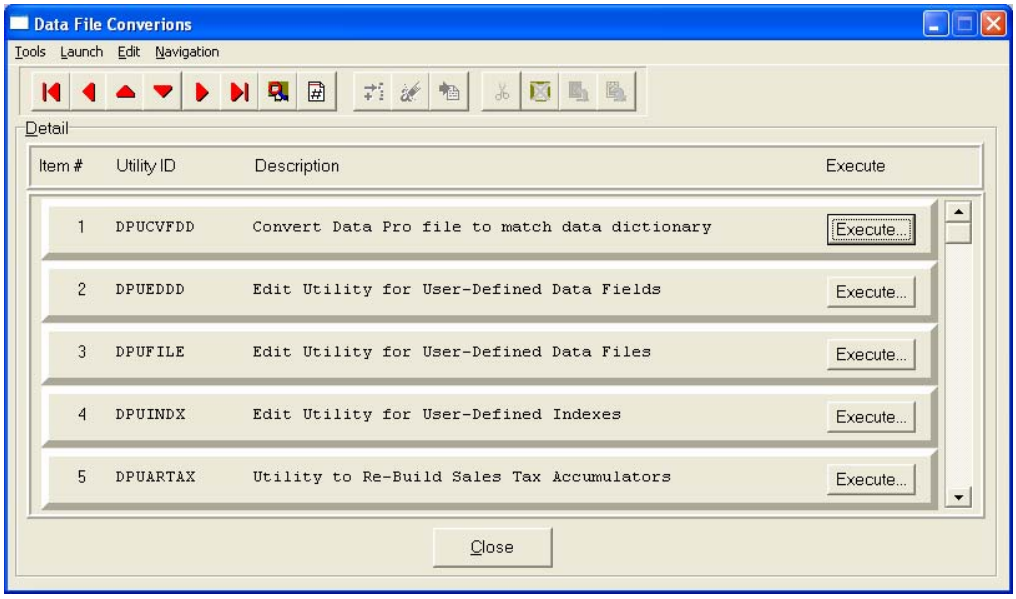
Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.



You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields** and that you have run Item #1 below *"Convert Data Pro file to match data dictionary."* This option is located under ***"Productivity Tools"*** on the ***"Systems Menu."*** This will ensure that your data files are in sync with any new fields you have added to the system.


Data File Converions
Tools Launch Edit Navigation
Detail
Item # Utility ID Description Execute
1 DPUCVFDD Convert Data Pro file to match data dictionary Execute...
2 DPUEDDD Edit Utility for User-Defined Data Fields Execute...
3 DPUFILE Edit Utility for User-Defined Data Files Execute...
4 DPUINDX Edit Utility for User-Defined Indexes Execute...
5 DPUARTAX Utility to Re-Build Sales Tax Accumulators Execute...
Close

Inquiry Mode (IM0100)

This option allows you to view assorted summary information about your inventory items. You may check certain inventory information by selecting the **Inventory Item Inquiry** menu option. First, you must navigate to the record you wish to inquire on. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Once the item has appeared on the screen, you will notice several buttons on the bottom of the screen. You may view each of these additional screens of information about this inventory item.

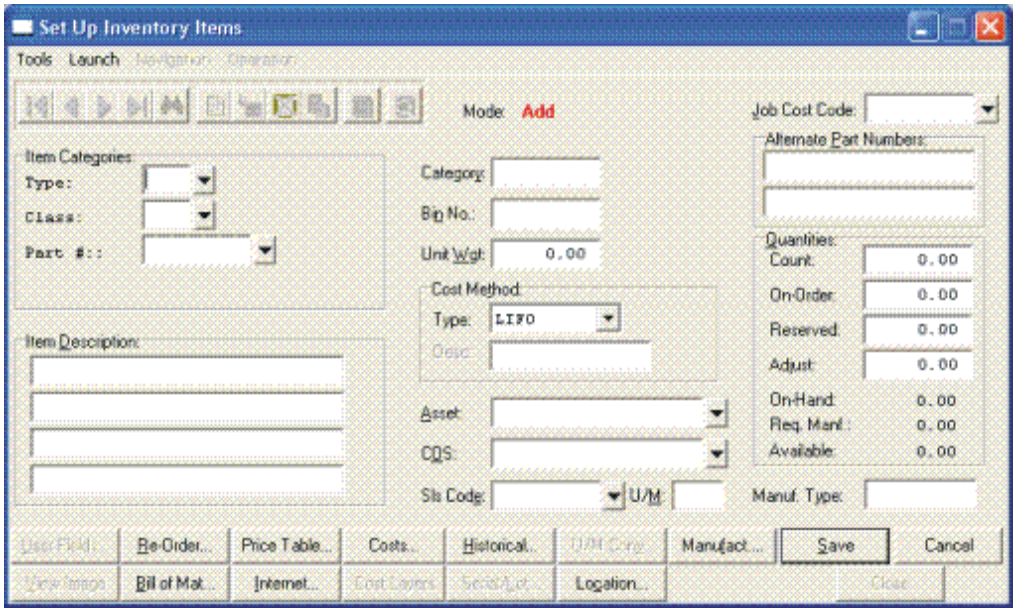
Re-Order	This button allows you to view the primary and secondary vendors associated with this inventory item, as well as re-order quantities, lead time for integration to the Invertech Manufacturing Requirements Product **(MRP)**; plus the minimum and maximum quantities to stock.
Price Table	This button allows you to view the pricing that was assigned for this inventory item. There are up to ten **(10)** price levels assigned to an inventory item.
U/M Conv.	This button allows you to view the unit of measure conversions for this inventory item.
Manufact	This button allows you to view the summarized manufacturing history of this inventory item for the current year, month by month. This includes usage quantity and quantity produced.
View Image	This button allows access if an image file name has been defined in the **"Internet"** section of this part number. This image must be in either a **JPG** or **BMP** format.
Historical	This button allows you to view the summarized history of sales and purchases for the current year, month by month.
Bill of Mat	This button allows you to view the **"Bill of Materials"** associated with the manufacturing of this inventory item.

Internet	This button allows you to view the image, text, audio and video files associated with this inventory item that will be used in conjunction with an internet web site.
Cost Layers	This button allows you to view all cost layers for this particular inventory item.
Serial/Lot	This button allows you to view **"Serial Number"** or **"Lot Number"** information for a selected inventory item. A scrolling screen will appear with all available Serial Number or Lot Number items. When you select one of the displayed items and <click> on **"OK,"** a screen will appear with additional information about that specific Serial Number or Lot Number. This information includes an additional description, Serial Number or Lot Number, quantity on-hand, the bin number, warranty flag setting and two fifty **(50)** character comment lines.
Location	This button displays the Multi-Location inventory inquiry. This information includes the On-Hand and Available Quantities of all inventory locations for each defined location for this inventory item.
Costs	This button allows you to view the total cost and average unit cost of the item. This feature is set this way for security purposes.

Add Mode (IM0401)

This option allows you to set up new inventory items. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory items. This process will repeat itself for each inventory item. After initial set up, all cost and historical information should be input through **"Enter Transactions"** in order to maintain an audit trail.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***



Enter the inventory item number in the format that you initially set up in the Master Information (e.g., the default configuration is shown below.)

1) **Category**
2) **Class**
3) **Item**
4) **Location**

NOTE

If you add new inventory items in the old year **after** performing **"Year End Procedures,"** the new inventory items added will **not** appear in the new year. This is because the inventory item file was already created during Year End Procedures. To alleviate this problem, simply change your system date to the New Year, and re-enter the new inventory items and pertinent costs, pricing and quantity information.

The following is an explanation of each of the data items required for a new inventory item:

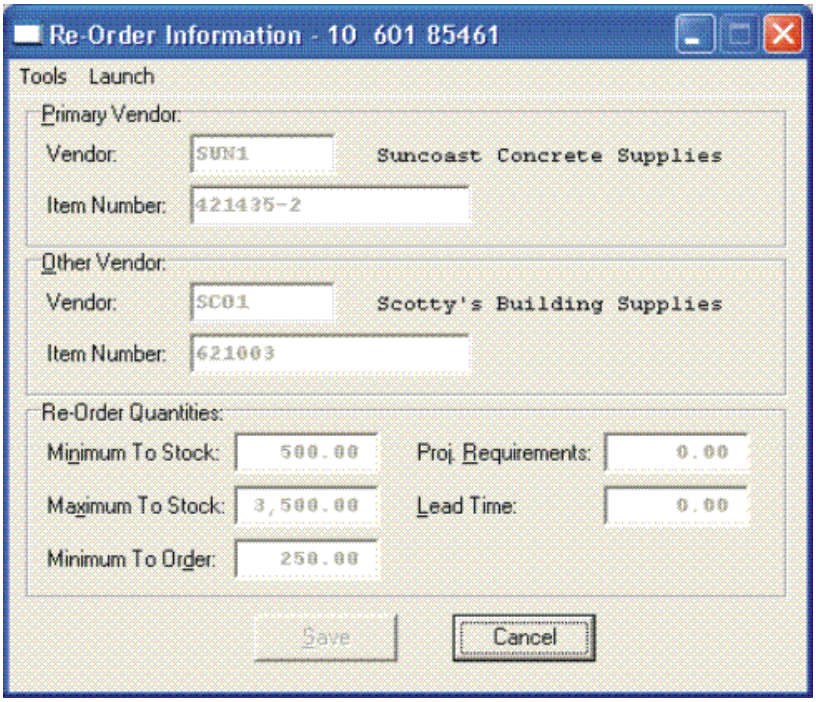
Item Description	There are four **(4)** lines available for your inventory item description. Each line consists of thirty **(30)** characters *(alpha/numeric)* including spaces. All lines of the description will print on all reports except in one instance. If a line of description ***(except for the first line)*** is preceded with a single asterisk **(*)**, that line will not print on any external documents generated by the system, ***(e.g., Price Labels, Price Lists, or documents printed by other modules, such as Invoices, Packing Lists, etc.)***. In this way, certain information can be part of the file, but remain for internal use only.
Category	This is a ten **(10)** character *(alpha/numeric field)* that will identify the category of this inventory item. This field can be used for informational purposes or it may be used to categorize items for specific sort routines for Internet related access of inventory items.
Bin No	This ten **(10)** character *(alpha/numeric)* field identifies the location number of items stored in bins.
Unit Wgt	This ten **(10)** character field specifies the quantity of weight associated with this particular item number. It is used in conjunction with the **Sales Order Entry** system for Bill of Ladings.
Cost Method	Costing Methods are defined for each individual inventory item. The default costing method which appears automatically will be the costing method set up in the Inventory Master Configuration. There are eight **(8)** costing methods to choose from. They are: **1) LIFO** **2) FIFO** **3) Average** **4) Latest** **5) Standard** **6) Serial Number** **7) Lot Number** **8) Fixed O/H** Careful consideration of the way your business operates is highly suggested before this selection is made. Refer to ***Chapter 1, Normal Costing Methods*** for more information on each of these inventory costing methods.

	Once you have selected the costing method here and have begun to receive additional inventory items into stock, you cannot just switch costing methods. Make sure to check with your accountant or CPA prior to making any changes of this nature to your accounting files.
Cost Label	This data item is a fifteen **(15)** character *(alpha/numeric)* field which will only be available if you have selected the Lot Number type costing method for this inventory item. The Cost Label is used to define the structure of the Lot Numbers to be used with this specific inventory item. For example, you may have a shoe store which carries boots. The boots can be stored as lots with the label ***"Style/Color/Sz."*** The store may also carry accessories for boots, such as, anklets or taps, which may only require a cost label of ***"Style/Color."*** Each **"lot"** inventory item can have a different cost label. The **"cost label"** is also used to describe the warehouse location in the Multi-Warehouse set up of your inventory. For example, the cost label may be ***"Warehouse No."*** or ***"Truck Number"*** or ***"Store Number."***
Asset	This is the account number used to update the **General Ledger** module to reflect any increases or decreases in the value of this particular inventory item. This account number is also used to print the Manufacturing Inventory Management Value Summary Report which does not require General Ledger to be interactive. This account is used when transactions are originated in the Manufacturing Inventory Management module or when receipts of inventory are entered through Accounts Payable or Purchase Order. If the Accounts Receivable module is integrated with Inventory, the AR Sales code defined on the Inventory Item will dictate the Inventory Asset account to be used for sale and return transactions.
COS	This is the account number used to update the **General Ledger** module to reflect any increases or decreases in the Cost of Sales calculations when recording a sale, withdrawal, or return of an item.
Sls Code	This code is used by the **Accounts Receivable** module to group sales of items into various categories of sales. This determines total sales by various breakdowns defined by you or you may simply use one code to represent all sales. This code may be up to **10** characters *(alpha/numeric)*. Make sure that if you are interactive with **Accounts Receivable** that any codes you use when you set up Inventory are set up in Accounts Receivable. Otherwise, when invoicing and such, the system will always be looking for near matches instead of assuming the proper number immediately.
U/M	This is a four **(4)** character *(alpha/numeric)* field that will identify the count value of that item; ***(e.g., ea., lb., doz., gal., etc.).*** This will define the default or ***"stocking unit of measure"*** if the Unit of Measure Conversion options are utilized.
Job Cost Code	This is the default **Cost Code** used to transfer the cost of inventory into a job. You may override this default code at the time of allocation to a specific job or project, but the code entered here will be used as the default value for the system. You may <click> on the **Down Arrow *(F2 by default)*** if you are integrated with the **Job Cost Main Module** to review a scrolling list of valid list of Cost Codes to enter into this field. This is very important to configure in advance, particularly if you intend to utilize the **Sales Order Proposal Writing** feature that allows quotes to be converted into Jobs once the quote has been accepted by the customer. If these line items on the Proposal have been setup properly with their Cost Code setup, they will be added as **"Budgeted Cost Codes"** on the new Job when the option ***"Transfer SO Proposals to Job Cost"*** is run.

Alternative Part Numbers	If your inventory includes similar products from different vendors, you may assign separate inventory numbers to them. Quite often, when one vendor's product is not available, an alternative vendor's product can be substituted. With this feature, you have the ability to quickly reference these alternative part numbers. A twenty **(20)** character *(alpha/numeric)* field is provided. If this feature is not applicable to your inventory, ignore these fields or use them for miscellaneous descriptions.
Quantities	Information is entered here only once in the **"Add"** mode. Thereafter, all activity to that item will be updated and reflected automatically in these fields.
Last Count	Default : **0** This is the count value as of your last physical inventory count. After executing the ***"Update Book to Physical Count,"*** discussed later, this quantity will be zeroed out. **NOTE:** This is **not** the amount of beginning inventory quantity that is on-hand. This field is used by the Physical Count Procedure. To define the beginning quantity and unit cost for this item, reference the **"Change Cost Information"** field on this screen.
On-Order	Default: **0** This number reflects the quantity of product you currently have on order. This field is updated when you either "***Enter Purchase Orders"*** or ***"Record Receipts."***
Reserved to Ship	Default: **0** This number reflects the quantity of product you have committed to pending Sales Orders. Any number entered here will alter the quantity available for this item. This field is automatically updated by either the option to ***"Record Sales Orders,"*** from the Sales Order module when a sales order is added or changed with a quantity for this item or if the ***"Auto-Reserve Bill of Materials"*** switch in the Master Configuration is turned **"on."** If it is, this quantity will also include the quantity required for the manufacturing of the finished good items which have been placed on customer Sales Orders.
Qty. to Adjust	Default: **0** This field is used by the system to reflect any discrepancies which may occur during processing ***(e.g., if you were to make a withdrawal or a transfer of goods greater than the quantity on hand.)*** The quantity difference would be displayed here. This is a management-by-exception auditing tool. It serves as a flag to inform you that an exception has occurred. The system does not attempt to analyze or correct this exception, ***(due to the uniqueness of each business)*** but instead, provides this field for your individual attention. You must manually zero this field only after you have determined the cause of the adjustment quantity, and have made the necessary accounting adjustments. If you are interactive with Accounts Receivable or Point of Sale, this field can be cleared when the option to ***"Record COS Adjustments"*** is performed. This field is extremely important to watch. Therefore, it is highly recommended that the **Inventory Quantity Report**, with the criteria selection to include only those items with a ***"Quantity to Adjust,"*** be run at least on a weekly basis to stay on top of any potential problems with overselling of inventory items.

On-Hand	Default: **0** This field is automatically calculated and displayed by the system based on the transactions and initial setup quantities posted to the system. This is the perpetual **"Quantity On-Hand"** field for each inventory item. Therefore, when performing an inquiry on an item, this would be the field to be viewed to immediately determine what the current amount of inventory is on-hand at any given time.
Req. Manf.	Default: **0** This field ***(Required for Manufacturing)*** is automatically updated by following the procedures in the ***"Enter Projected Usage Amounts"*** menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle.

First there is a field under the **"Re-Order"** button called **"Proj. Requirements"** as shown on the following screen.



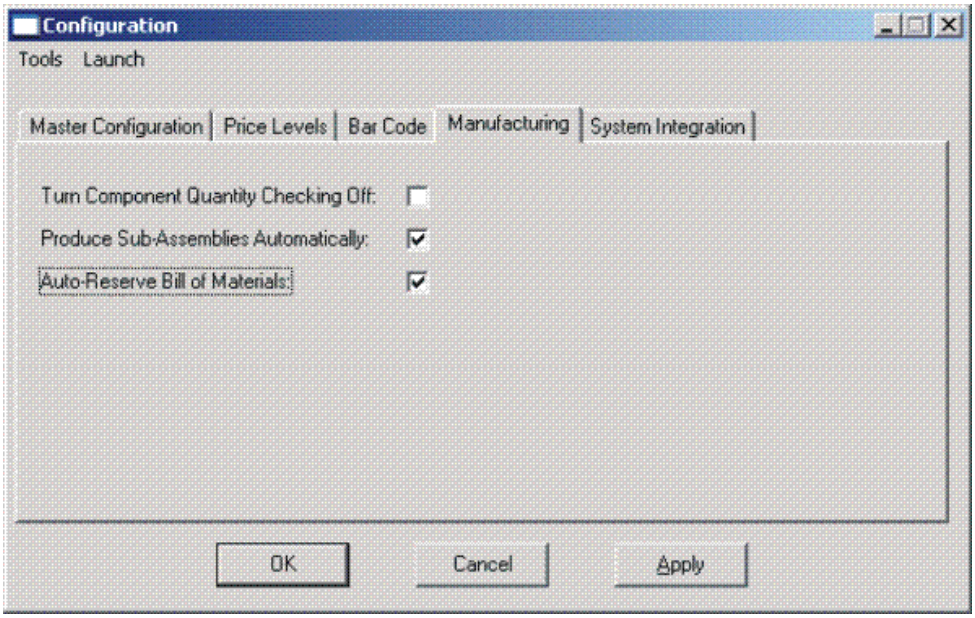
Projected Requirements	This field is used in the calculation of an item's Projected Bill of Material requirements amounts during the use of the **"Projected Usage Amounts"** menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the **"Projected Usage Amounts"** option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this **"Projected Requirements"** field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.
Req. Manf.	This field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the **"Projected Usage Amounts"** option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the **"Projected Usage Amounts"** option to transfer all of your Sales Order backorder quantities to the **"Projected Manufacturing Requirements"** and then calculate the manufacturing requirements. The **"Req. Manf."** field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the **"Projected Materials Usage Report"** to let you know what raw material items you may need to order.

This **"Projected Requirements"** The **"Req. Manf."** As you can see, the **"Require for Manufacturing"** quantities of your sub-assemblies and raw materials will only be set by using the **"Projected Usage Amounts"** option.

This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles. However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing then this method should be used.

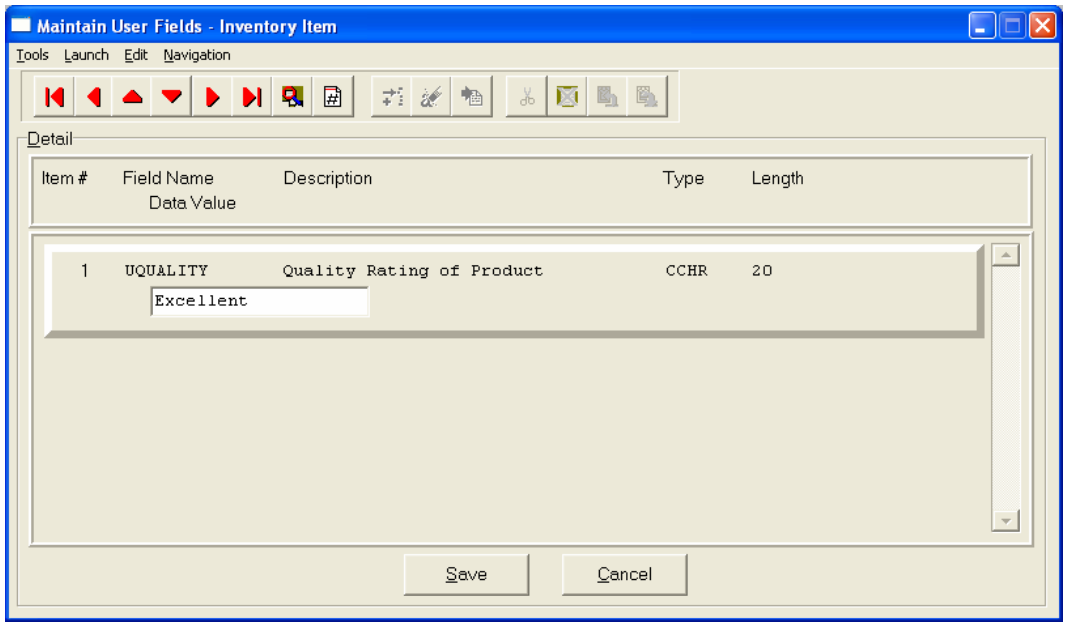
Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option **"Auto-Reserve Bill of Materials"** <clicked> on as shown on the following screen:



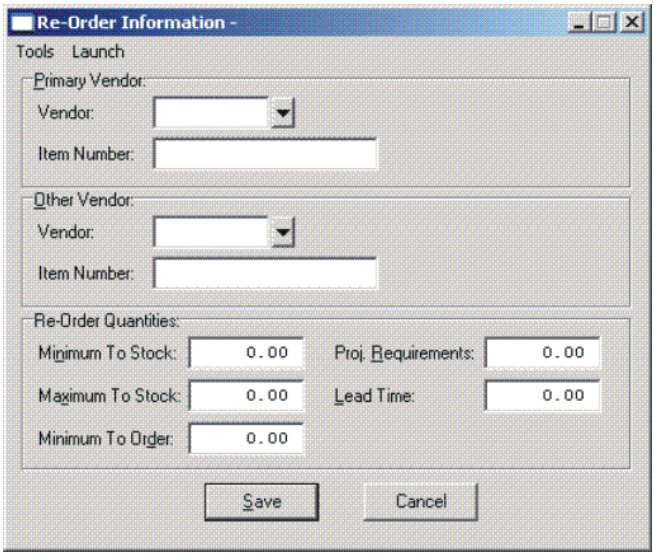
Available	Default: **0** This field will constantly be updated to reflect the total quantity of an item that is currently available to sell. The system takes into account the current **Quantity On-Hand** plus the **Quantity On-Order** minus the **Quantity Reserved** to determine the current **Quantity Available**.
Manuf. Type	Default: **Blank** This is a ten **(10)** character *(alpha/numeric)* field designed to accommodate a wide variety of manufacturing codes. Each user may define their own set of definitions which can tell them whether this item is to be manufactured by the company, sub-contracted out to another firm to be made, or if they should be buying it from a third party **(i.e. distributor)**. If you are integrating with the **Invertech Manufacturing Requirements Planning (MRP)** system, you may define your own codes or use the standard codes as follows: **M = Make** **S = Subcontract** **P = Buy this Part (Purchase)**
Special Cases	These data items will have default values. Respond to these items by <clicking> on the appropriate button and an ***"Option Window"*** will appear for the keying of additional information.
User Fields	This button provides access to all of the **"User Defined Fields"** that may have been created for the Inventory file. This assumes that the option in the **"Configuration"** setup has been turned on and new fields have been added to the system. Otherwise, this button will not be accessible.

If **"User Defined Fields"** have been added to the system, a new screen will appear and display the total number that has been added. If more fields have been added than what fits on a single screen, the screen will become a scrolling screen that will allow the user to move up and down and make entries into these fields accordingly. You must <click> on **"Save"** this screen to save all entries made to this screen and store you work before you will be returned to the main screen. <Click> on **"Save"** again to ensure these entries are completely saved.

User Defined information entered into these fields is accessible by the **Infinity POWER Report Writer** and **POWERServer** module for web applications.



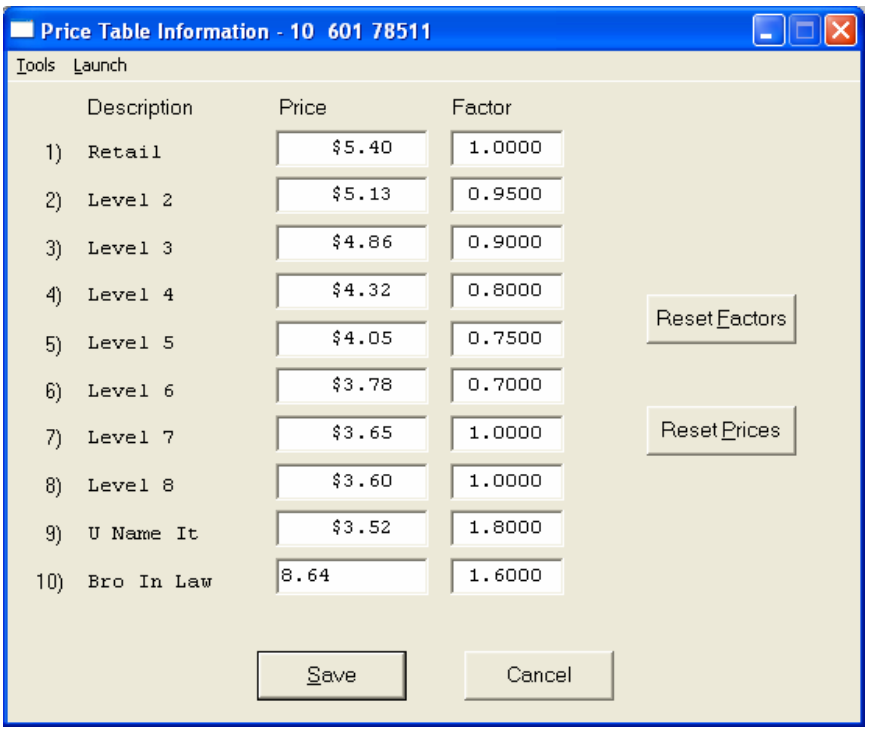
Re-Order	The Vendor Information required by this screen includes the Vendor # or your primary source for acquiring this inventory item. If your system is integrated with **Accounts Payable**, the vendor numbers should match in both programs. This field is ten **(10)** characters *(alpha/numeric)* in length. This field must be completed in order to transfer a sales order into a purchase order.



Vendor Item #	A twenty **(20)** character *(alpha/numeric)* field identifying the number assigned to that particular item by its vendor. This number will be used by the Purchase Order Entry module, if interactive, and if a form that utilizes the vendor's item number has been selected. This would allow you to issue purchase orders to vendors with their items numbers printed on them for their ease of recognition and uniformity. The numbers maintained in your inventory module do **not** have to conform to those of your vendors.
Other Vendor/Vendor Item Number	These fields are used for alternative sources for this item.
Minimum/Maximum Quantities to Stock	Limits you determine are best for your particular inventory ***"turnover."*** The minimum may be set up to reflect the quantity established to get the price break you have based all of your pricing factors on. The maximum is designed to keep excess inventory amounts to a minimum. These two fields are essential to printing the **Suggested Order Report** and **Overstock Report**, respectively.
Projected Requirements	A special analytical quantity used for the material requirement reporting based on manufacturing. Normally this field will be updated automatically by the option to ***"Enter Projected Usage Amounts."*** Fields are ten **(10)** characters *(numeric only)* in length. The system will round to the nearest number if you enter a number larger than seven digits. This is typically used for Finished Goods and not sub-assemblies or Bill of Material items.
Lead Time	A numeric field with two additional decimal places for use with third party Manufacturing Requirements Planning **(MRP)** products such as the **Invertech MRP** software. Users may define lead times in terms of hours, days, weeks months or years depending on what makes sense for each item. This is a field that is not currently used within **Infinity POWER** for reporting calculations.

Price Table:

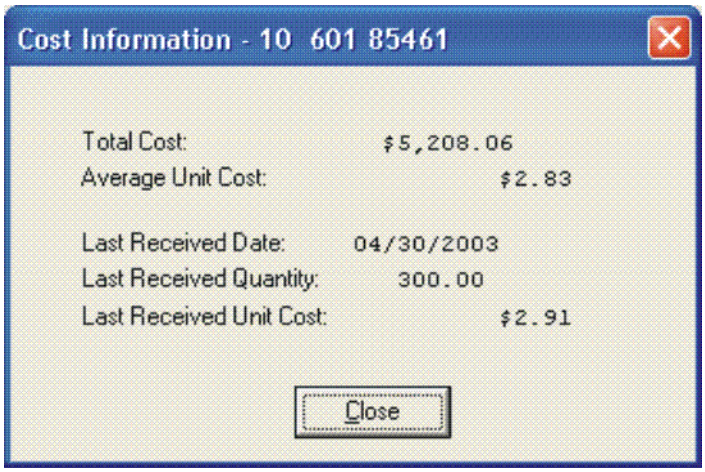
If you set up the default factor information for your entire inventory system, ***(using the "Inventory Configuration, Price Levels" option),*** the information to be entered on this screen would only be the Retail Price or Price Level #1; or the Base Price or Price Level #6. You would then <click> on the **"Reset Prices"** button. The system will automatically calculate all the prices for that item based on the factors set up.



If you want to override the default factors set up in the Master Configuration, you may do it here on an item by item basis. You may also use this option to do ***"What If"*** calculations of prices by changing the factors around and then <clicking> on the **"Reset Prices"** button to recalculate the prices. <Click>ing on the **"Reset Factors"** button will restore the Master default factors when you are done. If you are utilizing the Unit of Measure Conversion procedures, the selling price will be based on the Price Level defined for each unit of measure in the Unit of Measure Conversion table.

Costs:

This screen is used to display the average cost of this item and the current total value of the item in stock. This is based on the total quantity on hand times the price paid for those quantities regardless of the costing method in effect for this item. An average cost is then calculated based on total value divided by the number of quantities in stock. The following screen shows how this would appear.



Additionally, the lower portion of the screen displays the **"Last Received Date," "Last Received Quantity,"** and the **"Last Received Unit Cost."** This provides the user an instant lookup ability to see the last time this item was purchased, how much was purchased and what was paid for the item. This avoids having to run reports to determine whether certain items should be kept, discontinued or re-ordered. All three of these fields are automatically updated each time a **"receipt"** transaction is posted in the system for this item.

Remember this item is an **Advanced Security** object and can be defined for users to see or not on a user by user basis or by groups. This allows management the flexibility to control who has access to viewing cost and who doesn't.

Historical:

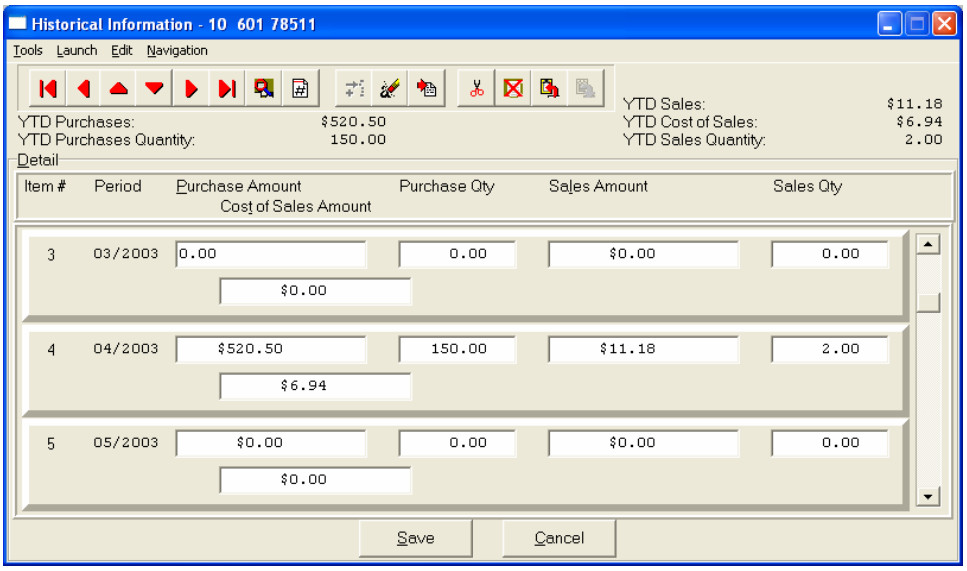
This screen is used to enter any historical information pertaining to the movement and profit of that item. The three areas of input are:

- **Purchases**
- **Sales** ***(as expressed in dollars and quantities)***
- **Cost of Sales.**

Purchases	For each period ***(month)*** of the accounting cycle, you would enter the total dollar amount spent on purchasing that item and then the quantity of items that amount represents.
Sales	For each period *(month)* of the accounting cycle, you would enter the total dollar amount of Sales for that item and then the quantity of items that amount represents.
Cost of Sales	For each period *(month)* of the accounting cycle, you would enter the total dollar amount of Cost of Goods Sold for that item to allow the system to determine the gross profit per item for that period.

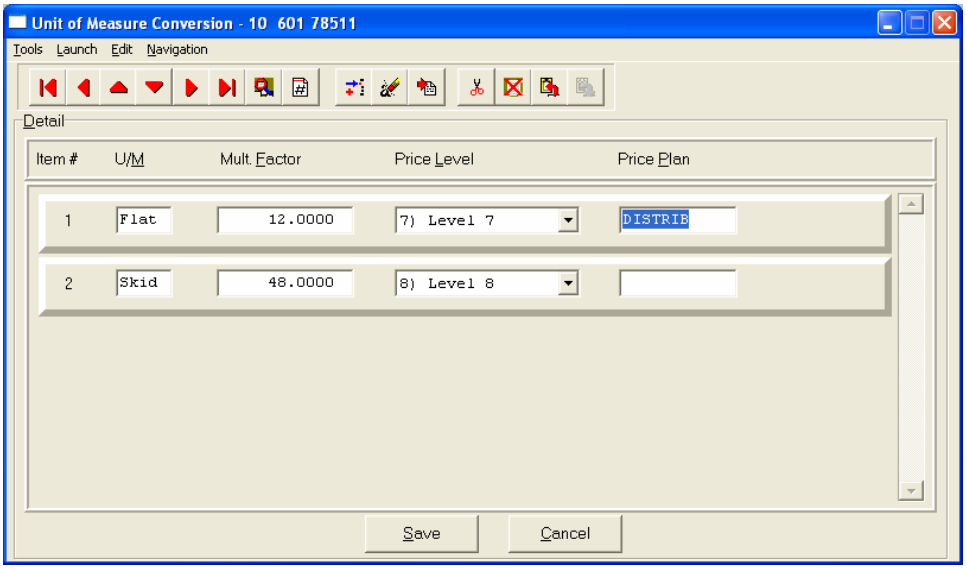
NOTE

Historical information is only input during the initial setup process. The system will automatically update this information as transactions are posted to the system.


Historical Information - 10 601 78511
Tools Launch Edit Navigation
YTD Purchases: $520.50
YTD Purchases Quantity: 150.00
YTD Sales: $11.18
YTD Cost of Sales: $6.94
YTD Sales Quantity: 2.00
Detail
Item # Period Purchase Amount Cost of Sales Amount Purchase Qty Sales Amount Sales Qty
3 03/2003 0.00 $0.00 0.00 $0.00 0.00
4 04/2003 $520.50 $6.94 150.00 $11.18 2.00
5 05/2003 $0.00 $0.00 0.00 $0.00 0.00
Save
Cancel

U/M Conv:

This data item will facilitate the need to receive and sell this inventory item at different units of measure. You must have a unit of measure defined in the **"U/M"** field on the primary screen, Unit of Measure, before the system will allow access to this option. The ***"stocking unit of measure"*** will be the smallest level of stocking ***(usually each).*** This should be the unit of measure that was defined in the **"U/M"** field.

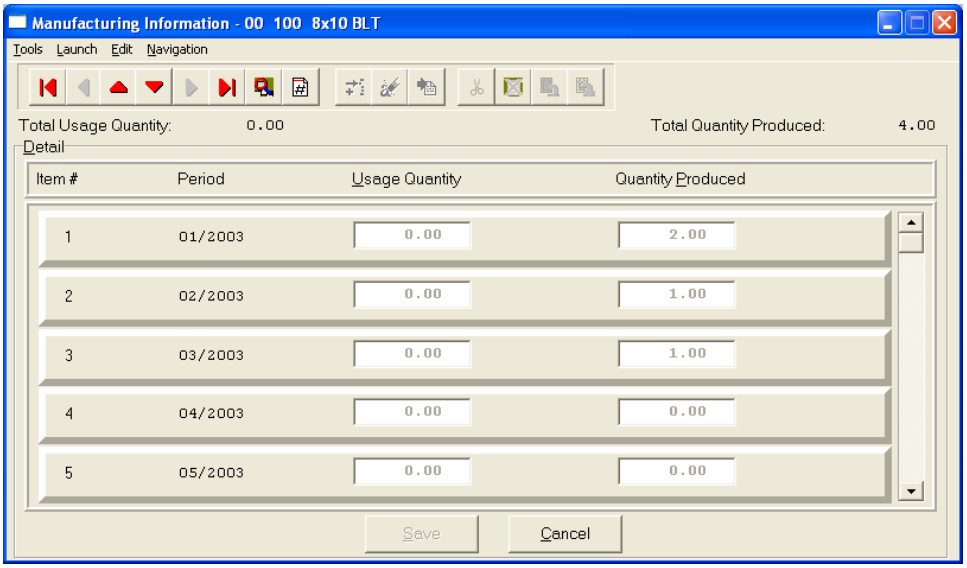

Unit of Measure Conversion - 10 601 78511
Tools Launch Edit Navigation
Detail
Item # U/M Mult Factor Price Level Price Plan
1 Flat 12.0000 7) Level 7 DISTRIB
2 Skid 48.0000 8) Level 8
Save
Cancel

You can define up to ten **(10)** different unit of measure conversions in this option for this inventory item. The four areas of data input are:

U/M	Each of the unit of measure conversions will define a four **(4)** character *(alpha/numeric)* unit of measure identifier ***(e.g., ea., lb., doz., gal., etc.).*** These units of measure will *"pop up"* on data entry screens when the system recognizes that the inventory item selected has a unit of measure conversion table defined.
Mult. Factor	The multiplying factor is the number used to calculate the quantities being received or sold when a unit of measure conversion table is defined. For example, you may stock your inventory at the lowest **level *(each),*** but by defining a unit of measure conversion table, you can define the conversion for a **"case."** A case may be comprised of twelve **(12)** items. The multiplying factor for the **"case"** should be twelve **(12)**. When you receive items into inventory, you can enter one **(1)** case. When the inventory files are updated, they will show twelve **(12)** each. The multiplying factor allows the system to calculate the quantities received and sold at the lowest stocking level.
Price Level	This data item will allow you to define the Price Level for each individual Unit of Measure Conversion. These are the price levels defined in Data Item #23.
Price Plan	Pricing Levels can also be defined by implementing special **"Price Plans."** You may set up a Price Plan to correspond with an individual unit of measure, such as **"dozens."** Include in that price plan, all inventory items that would have a unit of measure of **"dozens."** The pricing established in that Price Plan should be pricing based on **"dozens."** All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are ***"special price plans"*** and should not be assigned to any customer.

Manufact:

This screen is used to enter any historical information pertaining to the manufacture and usage of that item.



The two areas of input are:

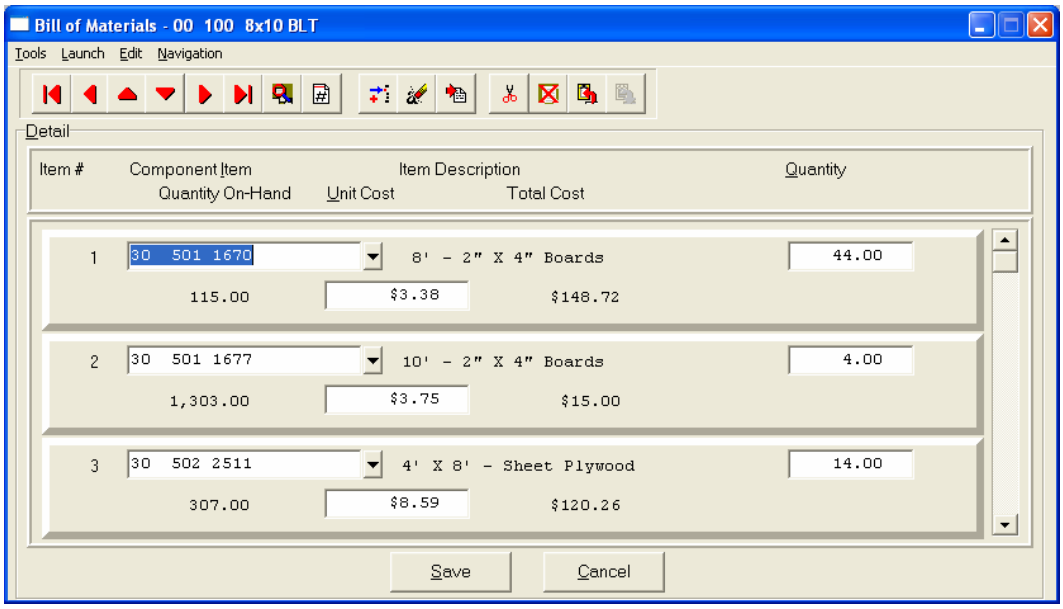
Usage Quantity	For each period ***(month)*** of the accounting cycle, you would enter the total quantity of this item used in production ***(producing other items)***.
Quantity Produced	For each period ***(month)*** of the accounting cycle, you would enter the total quantity of this item, which was produced ***(manufactured)***. These fields will be automatically updated every time you record manufacturing.

View Image

This screen is used to show the image of the Inventory Item based on the name of the image file you defined under the **"Internet"** button. Once you select the **"Internet"** button, there are four choices and it is the **"image file"** that is required to be defined so that the picture or graphic can be displayed when this option is selected. This file must be stored as a **"JPG"** or **"BMP"** image file. Keep in mind, when using the **"View Image"** feature the best results for image display would be **186 X 265** pixels. A sample is shown below of what is possible. These images may also be used interactively with the **Infinity COMMERCE** tools that are included as a standard feature of the **System Administrator** module which drive all of the Data Pro e-commerce solutions.

Bill of Mat:

This screen is used to enter all inventory items, which go into the manufacture of the current assembly. This bill of materials may consist of up to one thousand **(1000)** total raw materials, sub-assemblies, and by-products.

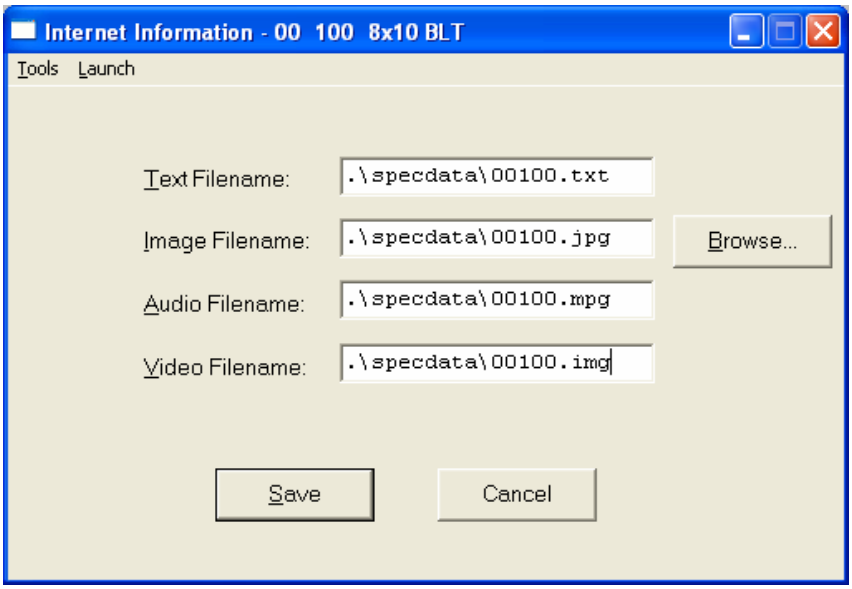

Bill of Materials - 00 100 8x10 BLT
Tools Launch Edit Navigation
Detail
Item # Component Item Item Description Quantity
Quantity On-Hand Unit Cost Total Cost
1 30 501 1670 8' - 2" X 4" Boards 44.00
115.00 $3.38 $148.72
2 30 501 1677 10' - 2" X 4" Boards 4.00
1,303.00 $3.75 $15.00
3 30 502 2511 4' X 8' - Sheet Plywood 14.00
307.00 $8.59 $120.26
Save
Cancel

The following fields may be input for each of the components:

Component Item Number	Each component on the bill of materials must be an existing inventory item. When you enter the number, the description will be displayed immediately below the item number. If you are not certain of the item number, you may press **TAB** to scroll through the inventory file to make your selection.
Quantity	This field indicates the quantity of this component, which goes into the manufacture of this assembly. Every time you record production, this quantity will be withdrawn from the component's on-hand quantity. Entering a negative quantity may specify by-products. Every time you record production, this quantity will be added to the component's on-hand quantity.
Unit Cost	This field contains the unit cost of this component at the last time production was recorded. This field will be automatically updated with the new unit cost every time you record manufacturing ***(except for by-products).*** The default cost is the current average unit cost of the component. When a by-product is produced or when you record disassembly, this amount is the unit cost used to update the component's cost information.
Total Cost	This field is a display only field, which shows the extended cost of the quantity times the unit cost.

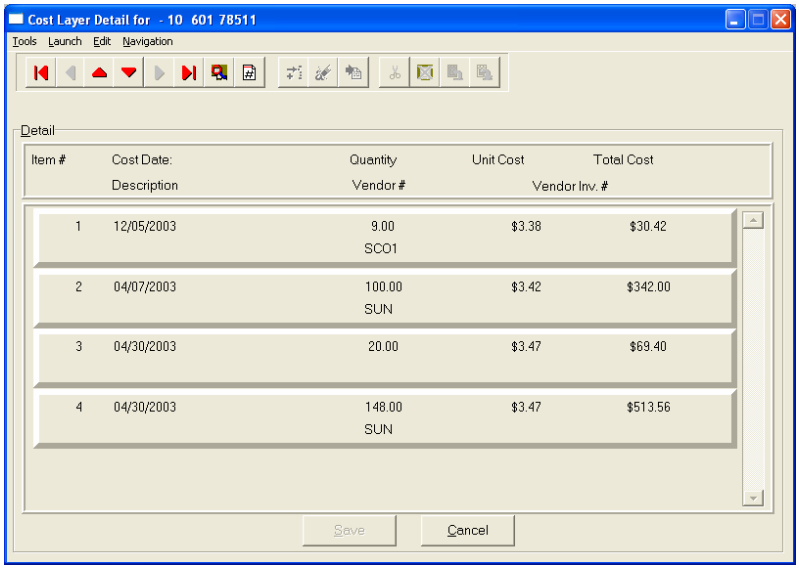
Internet:

These fields allow you to specify the filenames, which contain the marketing text, graphic images, audio clips and video clips for use when presenting your Inventory Items internally or on an Internet Web Site.



Marketing Text Filename	This field is used for a marketing text filename up to twenty **(20)** characters *(alpha/numeric)* to define a text or html type file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the **UNIX** operating system, filenames are case sensitive.
Item Image Filename	This field is used for an image filename up to twenty **(20)** characters *(alpha/numeric)* to define image file to be used in conjunction with display mechanisms on your local pc or an Internet Web site. Keep in mind, when in the **UNIX** operating system, filenames are case sensitive. To utilize the **"View Image"** feature on the Inventory Item, the image file must be in a **JPG** or **BMP** format. The entire path name to where the image resides must be included in this field. The default directory would be the **Infinity POWER** program directory unless otherwise defined. You may use the **"Browse"** button to look for and select the image file. Keep in mind, when using the **"View Image"** feature the best results for image display would be **186 X 265** pixels.
Audio Filename	This field is used for an audio filename up to twenty **(20)** characters *(alpha/numeric)* to define any type of audio file to be used in conjunction with audio mechanisms on an Internet Web site. Keep in mind, when in the **UNIX** operating system, filenames are case sensitive.
Video Filename	This field is used for a video filename up to twenty **(20)** characters *(alpha/numeric)* to define any type of video file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the **UNIX** operating system, filenames are case sensitive.
Cost Layers	This button is designed to display the various cost layers accumulated for the quantities currently on hand. As the following screen illustrates, the screen will show Item # for each unique cost layer based on a different price layer that the item was purchased. The system will show the Cost Date, Description, Quantity of the item at that layer, which vendor it was purchased from, the Vendor's Invoice #, the unit cost and the total cost.

The screen will become a scrolling screen depending on how many layers of prices there are. This is an inquiry screen only and no changes will be allowed.



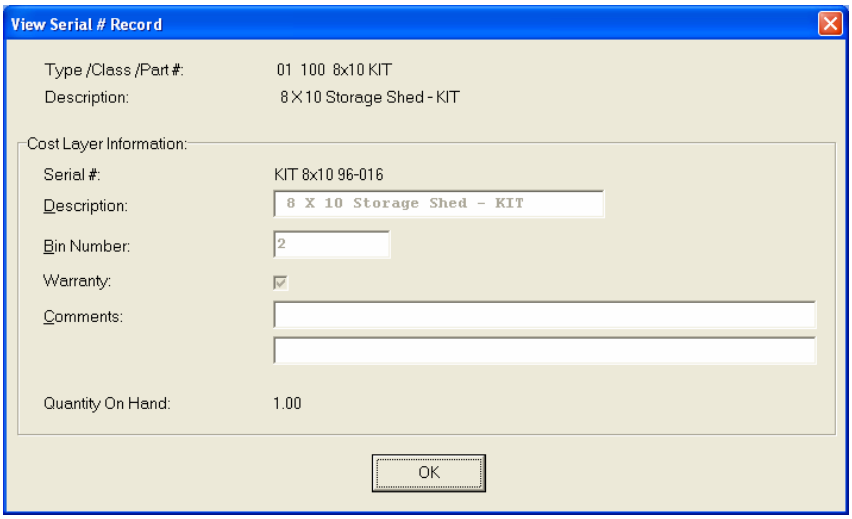
Serial/Lot

When you <click> on the **"Serial/Lot"** button, the system is going to look at the costing method that is being used for the specific item that is currently selected first. Only if the item is coded as either using Serialized or Lot Number tracking will this button be active. If the item is one of these two choices, a new screen will be displayed showing a listing of the various Serial Numbers or Lot Numbers that are currently in stock. Two columns will be displayed.

"Status" will indicate to the user if the specific Serial Number or Lot # is **"RES"** or reserved by an order in the Sales Order Entry module. This means there are commitments for the item but it has not been removed ***(shipped)*** from the inventory yet.

You may scroll up or down to review the listing of available numbers available in the system based on the current quantity in stock. <Click> on the item you want and then <click> **"OK."** Or, you may <click> **"Cancel"** to return to the main item number screen.

If you <click> **"OK"** the following screen will appear displaying information on the specific Serial Number or Lot Number.

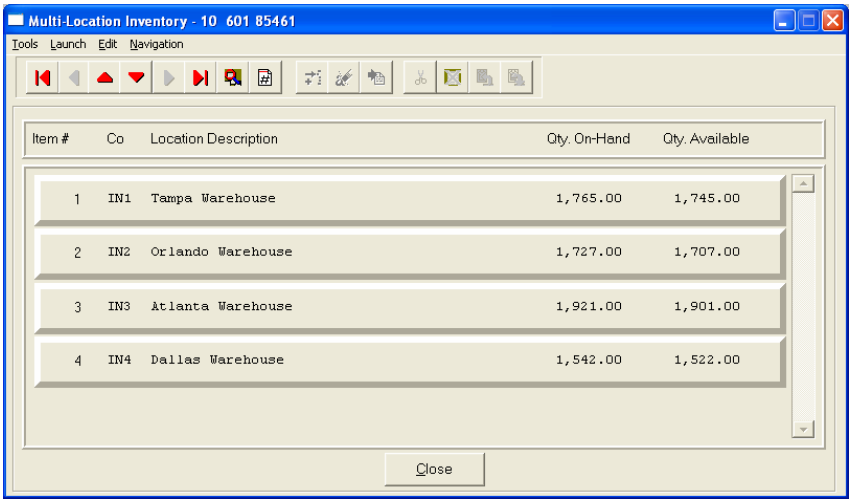


This would include various information entered at the time of its receipt such as which bin it is located in, any warranty information, or comments. For Serialized Items, obviously, the quantity on hand would be one. For Lot #'s, the quantity can be variable. <Click> **"OK"** to exit this option to select another number or return to the main item screen.

Location

When you <click> on the **"Location"** button, the system is going to look at all of the various inventory files that have been defined in the menu option ***"Set Up Inventory Locations"*** to determine the current quantities **"on-hand"** and **"available"** for the current item at each location on the screen. You must have pre-defined these locations in advance for this option to function. The description of each location and its company number is also displayed.

Further, you must use the same item number across all locations for correct matching to occur in the system. If you this done, users have an instant lookup at what inventory levels are available at all locations throughout the related store locations or warehouses in the company's system. The following screen illustrates how stock can be instantly checked at four locations with one <click> of the mouse.


Multi-Location Inventory - 10 601 85461
Tools Launch Edit Navigation
Item # Co Location Description Qty. On-Hand Qty. Available
1 IN1 Tampa Warehouse 1,765.00 1,745.00
2 IN2 Orlando Warehouse 1,727.00 1,707.00
3 IN3 Atlanta Warehouse 1,921.00 1,901.00
4 IN4 Dallas Warehouse 1,542.00 1,522.00
Close

Once you have entered all the information for each item, <click> on **"Save"** and you are ready to input the next item. <Click> on **"Cancel"** to exit the screen without saving any changes.

Results:

coIM1dy.dbf - Inventory Item File
- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Set Up

Change Mode (IM0402)

This option allows you to change all information for any inventory item. After initial set up, all cost and historical information should be input through ***"Enter Transactions"*** in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the ***"Change Inventory Items"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Keep in mind that changes made through this option to any of the cost layers in terms of quantities or dollar amounts do not print an audit trail or update any transaction registers. This is **not** how you would enter new quantities into the system. A password is highly recommended for this option.

Results:

coIM1dy.dbf - Inventory Item File
- Item Information is updated
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Updated

Delete Mode (IM0403)

This option allows you to delete inventory items. **NOTE**: ***You cannot delete an item which has a quantity on hand.*** If you delete an item that has **YTD** sales or purchases information, it will distort some of your reports. This option allows you to delete items you may have entered by mistake, or no longer want. Select the menu option ***"Delete Inventory Items"*** and enter the item number you wish to delete.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

Results:

coIM1dy.dbf - Inventory Item File
- Item Information is marked for Deletion

coIM3.dbf - Assembly File
- Bill of Materials is marked for Deletion

Copy Mode (IM0404)

This option allows you to set up new inventory items by copying existing ones. This option is very helpful in setting up multiple locations or in renumbering your inventory items.

Using this option, the system provides a quick method of setting up items that are very similar. Many items may only vary by color, size, or any other variable. The rest of the information relevant to these items may be exactly the same. You are able to quickly create and enter new items into the file. This option will also save a considerable amount of re-keying of the same information when setting up the same items for multiple locations or when assigning new numbers to old inventory items.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for item number, will be copied to a new record. Enter the new item number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coIM1dy.dbf - Inventory Item File
- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Set Up

MAINTAIN DATA FILES (PO0413)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Purchase Order files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

- **Power *(hardware)* failure**
- **Media Error *(bad disk)***
- **Remove records marked for deletion**

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Before you execute the Pack option, check the file size of your Purchase Order files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only re-organize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Purchase Order File**
- **Purchase Order Detail File**
- **Batch Purchase Order File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition.

There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

Results:

All records in all or specified Purchase Order files will be packed or re-indexed.

START NEW YEAR'S FILES (PO0415)

This option starts up the Purchase Order files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes. When you start the files for a new fiscal year, the following files are copied into or created for the new year:

- **Purchase Order File (coPO1dy.dbf)**
- **Detail File (coPO2dy.dbf)**

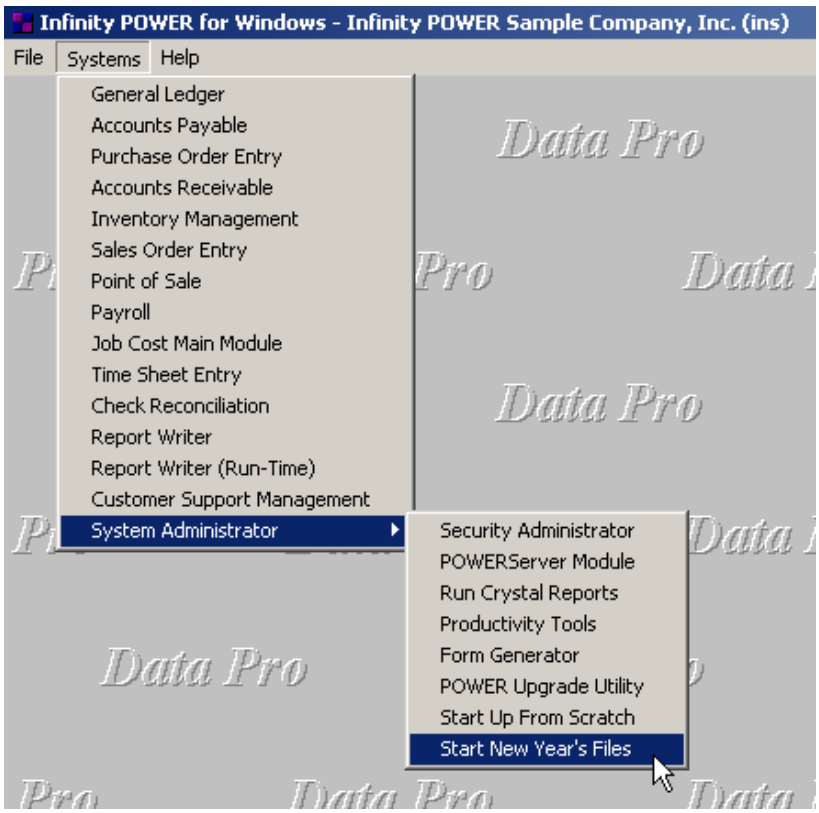
After you create the files for the new year, you should not process in the prior years' data files. When this option is run, the system will only carry forward into the new year those purchase orders that are still open or have a quantity on-order.

All other purchase orders that have been received complete will remain in the prior year's data files and are still accessible by simply changing the system date **(F3)**.

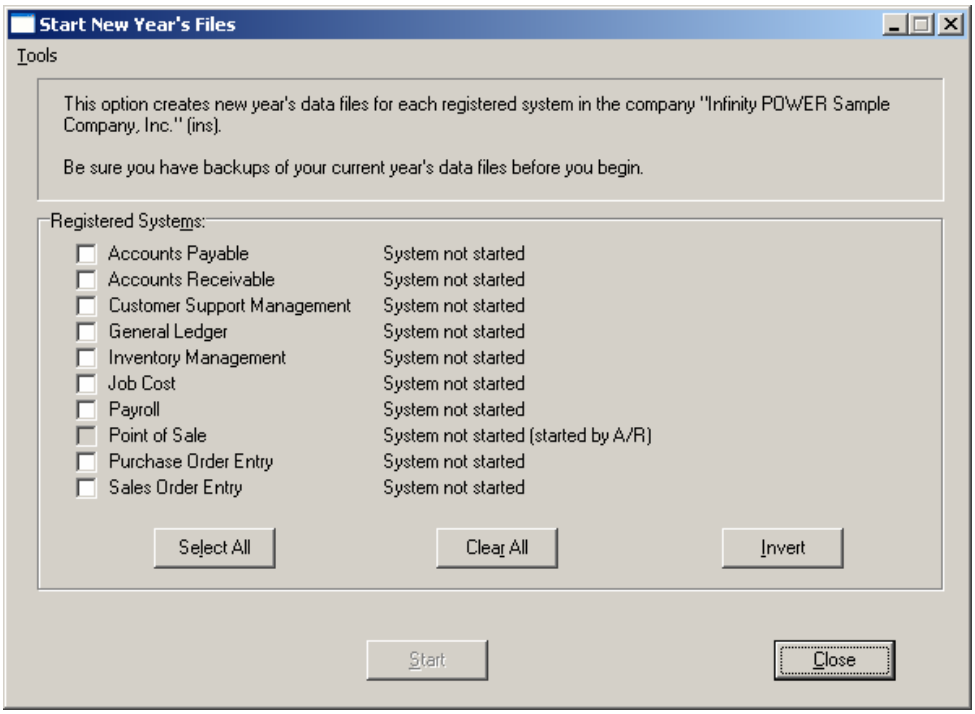
This is how you can maintain purchase order detail history, but it is maintained on an annual basis.

Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. Once you select this option, if the new year's files have already been created you will be warned.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

Results:

Files copied to or created for the New Year.

Purchase Order File (coPO1dy.dbf)
Detail File (coPO2dy.dbf)

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only very quickly and easily.

We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind** ***(such as a hard disk failure)***
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks or Tapes** ***(such as copying files the wrong direction)***

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure.

Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc.

Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week.

Therefore, if problems were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files.

Of course the entries made during the last week may be lost, but that is better than many months or years worth of input.

To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number **(Week #1)** and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again.

This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing.

The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment.

For further information on Backup Procedures and commands, refer to either the **System Administrator** manual ***(Combination Keys)***, or the documentation for your operating system.

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CHAPTER 3 ENTER TRANSACTIONS

This section discusses the various types of transactions utilized by the **Purchase Order Entry** module. These transaction types include all of the daily activity normally associated with Purchase Order Management. You should not use these options until your master information is completely set up.

ENTER PURCHASE ORDERS

This section discusses how you may perform the normal Purchase Order entry and maintenance functions in the **Purchase Order Entry** module. These functions include inquiry, adding, changing, deleting, and copying purchase orders.

You may add **"notes"** to any Purchase Order that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a purchase order, changing an existing purchase order or copying an order.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (PO0100)

This mode allows you to review all information concerning current Purchase Orders. Navigate to the order you wish to view. You may find an order using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Once the order has appeared on the screen, you may <click> on the **"Address"** button to view the ship to address information or you may <click> on the **"Details"** button to view the order detail.

Add Mode (PO0101)

This mode allows you to enter your initial Purchase Orders and Requests for Proposals. You may optionally print a purchase order after each one is entered, if you have turned **"On"** the option to **"Print After Entry"** in your Master Configuration. A Purchase Order may be accessed by Purchase Order number, vendor number, vendor name, or vendor's SO reference number.

This mode is used for the entry of all purchase orders and requests for proposals into the system. The advantages of a purchase order system are many. By utilizing the input of purchase orders into the system, you have the ability to retrieve the original order at any time and either print it out or simply view it on the screen.

You also have the ability to make additional changes to the order at any time you desire. The only exception to this condition is when you have already received an item that was on an order and have not been billed for the item *(vouchered an invoice).*

The information entered in this mode updates order information only. Receiving and vouchering information is recorded through the **"Record Receipts"** and **"Voucher Vendor's Invoices"** options respectively.

After entry of a new order, a Purchase Order form will print showing all new order information, if you have turned **"On"** the option to, **"Print After Entry"** in your Master Configuration. The form that will be used is the **"Purchase Order Form"** you have set up in the Master Configuration. This form will be loaded by the system when this option is selected.

You are creating a document that may be modified several times during the actual processing of that document. This means you have the flexibility to make as many changes as necessary to accommodate changes in the order cycle.

Once in the **"Add"** mode, you will be asked for the Purchase Order number, unless you specified automatic numbering in the Master Configuration.

There are two main screens that will be used to enter the purchase order. The first screen allows you to define the overhead information and the second screen is a scrolling window which allows you to enter the detail of the order. A new screen will appear that will allow you to enter key overhead information for the purchase order. After you have answered each of these data items, you will <click> on the **"Details"** button to continue to the second phase of purchase order entry. An additional scrolling window will then appear that will allow you to enter the detail of the purchase order. But first, we will discuss the overhead data items here.

NOTE

Once a purchase order is filled, no changes to the purchase order will be allowed.

Vendor #	Enter either the Vendor Number that you wish to enter a purchase order for or <click> the **Down Arrow *(F2 by default)*** to retrieve a list of vendors, which you may search by number, name or special field. Once you have made your selection, and if you have chosen to utilize the feature to "**Display Vendor Comments,"** any comments on this vendor's master file will be displayed on the screen. To continue, <click> on the **"OK"** button. You may view the Vendor Comments at any time by <clicking> on the **"Comments"** button. Key information concerning this vendor will appear in other data items that may be kept by pressing **ENTER** to assume the default information displayed. You may change this information as necessary.
Purchase Order Type	The default Purchase Order Type is set at **"Normal."** You may <click> on the pull down box to display your choices at this point. There are three types of purchase orders available in the system. Each is discussed here. **Normal** **Request for Proposal** **Auto Renewal**
Normal	This is the standard type of purchase order used by most firms. There are no special considerations that must be made regarding this order type. However, the Advanced Security Administrator module does have a security object called "committed order" which restricts which users may add normal orders to the system, thereby **"committing"** Purchase Orders to the system. Without the proper access, users will be limited to adding Requests for Proposal **(RFP)** only and not being allowed to switch RFPs to **"Normal"** orders.

Request for Proposal	This is a very special type of purchase order that gives you the ability to generate requests for proposals to your vendors at any time, fully interactive with the Manufacturing Inventory Management module. This is a big convenience because you may simply call up all inventory items and get the last purchase cost, unit of measure, and descriptions automatically. Non-inventory items may be used as well. Once a Request for Proposal is generated by the system, you may continue to review it, modify it, or print it out as often as you desire. Once a final agreement is met between you and your vendor, all that is necessary to get the new **"Purchase Order"** into the system, is to select the Purchase Order and go into **"Change"** mode and modify the purchase order type from **"Request for Proposal"** to **"Normal"** assuming you have the security rights to do so. If not, a manager with rights to the **Committed Order** security object will be required to convert an **RFP** to a **Normal Purchase Order** status. No re-keying of data is required unless you want to make additional adjustments to the existing request for proposal. No Inventory or Accounts Payable information is affected as long as the status is a Request for Proposal. Once transferred to a full purchase order status, any inventory items on the order will then be counted in the ***"Quantity On-Order"*** field of each inventory item.
Auto Renewal	This type of purchase order is convenient when you have repetitive purchases of the same items from the same vendor. This type of purchase order will continually renew itself, using the same purchase order number. Once an **Auto Renewal** type purchase order is generated and you have not defined an **"end date,"** the system will automatically renew the quantity ordered field, each time the quantity is received and vouchered. If an **"end date"** is defined on the purchase order and the purchase order is vouchered after this date specified, the purchase order will convert to a **Normal** purchase order and expire when filled. This type of purchase order could be useful for taking advantage of a special price for a fixed period of time or when a fixed number of a particular inventory item is ordered on a regular basis, sometimes referred as a blanket order.
PO Date	This is the date that the purchase order is being issued. By pressing the **TAB** key, the system will assume the system date.
Req. Date	This is the date that you are requiring the items included on this purchase order to be received by. This date will be used in the printing of the ***"Stock Receipts Aging"*** report as well.
Latest Date	This is the latest scheduled date for receipt of product for this purchase order. This too will be used in the printing of the ***"Stock Receipts Aging"*** report.
Sales Tax %	This is the sales tax percentage to be used in calculating any applicable sales tax for this particular purchase order. Due to the fact that you may purchase products from vendors in different locations, which may be subject to different tax rates, this may be changed for each purchase order issued. Enter **"0"** for non-taxable purchases.

Open Item Description	This is the twenty **(20)** character description that you would like to assign this transaction. This description will be displayed on the aging reports in the Accounts Payable modules. If you leave this data item blank, the system will show your P.O.# in this description field when you print your purchase order.
Shipping Instructions	This is the twenty **(20)** character description of any special shipping instructions that you would like printed on your purchase order form.
Project Number	If you do not key in a project number in this overhead field, the system will not allow you to allocate items on this Purchase Order to projects on the subsequent detail screen. The system will, instead, only allow the allocation to General Ledger accounts and to Inventory Items. This field is used to enter the **Job** or **Project** number that you may want tied to this particular purchase order. This requires that the integration to the Job Cost module be turned on. These project numbers should first be set up in the **Job Cost Main Module**. If you are not interactive with the **Job Cost Main Module**, this question will be automatically bypassed. When a valid project number is entered into this field, the **"Job…"** button on the subsequent detail screen will allow for the allocation to various cost codes on the project defined here.
Retainage %	This is the retainage percentage to be used when vouchering invoices to the Accounts Payable module for the project specified. You may still override the retainage percentage at this point. If you are not interactive with the Job Cost Main Module, this question will be automatically bypassed. If you are interactive with the Job Cost Main Module, the default percentage will be the vendor's retainage percent set up in the project's master file.
Country Code	This is the Country Code that will be used to find the factor for the conversion of the monetary values on this purchase order. The option for ***"Currency Conversion"*** in the Purchase Order Master Configuration must be turned on for this feature to be operational. Also, **"Currency Factors"** must be set up.
Factor	This is the Factor that is defined for the conversion of monetary values from the base country of the current company that you are in to the country you have chosen for this Purchase Order.
Requested By	This is a twenty **(20)** character reference field for keying in the name of the person who is requesting the purchase. This could also be used for a department designation or special routing address of the material as it is received.
Vendor's Ref #	This is a ten **(10)** character field for the vendor's sales order number. This field will be displayed on some purchase order forms and is also the number you may optionally retrieve purchase orders by. Therefore, if you call a vendor to check on the status of your order and all they know is their sales order number, you would be able to easily retrieve it from the system.
PO Status	This is a thirty **(30)** character *(alpha/numeric)* field which allows you to give a brief update or status regarding this purchase order. For instance, you may want to note that this order is not going to be shipped for another two weeks. Any type of description may be used. This description will also print on the P.O. Status report.

Terms	Default: **Vendor's Terms** This is the default payment terms for all invoices vouchered for this purchase order. This will default to the terms set up in the vendor's master record. The terms types are described below. **Immediate**. This specifies that the open item will be paid on the next check run. **Net Days**. This determines that the due date for the open item will be a specified number of days from the invoice date ***(0 to 999 days)***. **Net Days EOM**. This determines that the due date for the open item will be a specified number of days from the end of the month of the invoice date ***(0 to 999 days)***. **Batch**. This allows you to group certain open items together for payment based on a user-definable batch number from **1** to **999**. **Suspense**. Any open items classified as **"suspense"** will never be paid until you change the terms to some other type. This is the normal classification for disputed invoices.
# of Days or Batch #	Default: **Vendor's Terms** This is the number of days used in the calculation of the due date for terms types #2 and #3. If the terms type is set to Batch, this is the batch number. This will default to the number of days or batch number set up in the vendor's master record.
Discount Days	This is the number of days used to determine how long the discount should be good for. For instance, if terms were **Net 30, 2% 10 Days**, you would enter the discount days as **10**.
Payment Discount %	Default: **Vendor's Terms** This is the default payment discount that will be taken on invoices for this vendor when paid within the specified terms. This will default to the payment discount percent set up in the vendor's master configuration.
Disc %	This is the discount percentage to be used in the total discount by invoice amount of this purchase order. In other words, let's assume you are purchasing merchandise from a vendor and they are giving you a flat **30%** discount on all of your purchases. You may enter **"30"** in this field and the system will automatically calculate the appropriate discount for this purchase order. This discount will then be deducted from the purchase order amount to derive the amount of the order, not including tax and freight. Do not confuse this discount percentage with the payment discount you may take at the time you are paying vouchered invoices in your Accounts Payable system.
Hold	This option allows you to place a hold on this purchase order. This will allow you to stop action on a purchase order and keep other users in the system from inadvertently proceeding with printing of the order.

Deposit Amount	This is the dollar amount of a deposit that you have paid to your vendor that is to be applied toward this transaction. This deposit amount will be shown on the purchase order form and will reduce the amount due. At the time that you voucher the first invoice against this purchase order number, the system will automatically back out this deposit amount against this invoice. If the amount of the deposit is greater than the first invoice, then the system will automatically apply a credit invoice as an open item to the vendor's account for the balance of the deposit. After all data items on the overhead screen have been entered, you may <click> on the **"Details"** button to enter the detail of the purchase order or you may <click> on the **"Address"** button to change the address information.
Address	This item allows you to change the shipping address for where the items on this purchase order are to be shipped. The default address is the Company Name and Address of the company you are currently processing in. A window will overlay your current screen and allow you to enter the necessary changes and then <click> on the **"Save"** button to validate and return to the main screen.

Details

The next screen displayed is a scrolling screen in which you may enter the detail of the transaction. The top of this screen displays the total amounts such as Subtotal, Subtotal after Discount, Tax, and Order Total. The bottom portion of the screen is a scrolling window, which allows three hundred **(300)** lines of detail for the transaction.

The following describes each of the data items for each line of detail.

GL Account	This is the General Ledger account number that you want to post this purchase towards. You may enter the General Ledger account number or <click> the **Down Arrow** ***(F2 by default)*** to scroll through the General Ledger Account File. While distributing amounts to various account numbers, the system will look at the current period budget amount for the account selected for this voucher and determine whether the amount is in excess of its budget. If this is the case, the system immediately displays a window warning you of this and will prompt for whether to proceed or not or to choose another account number. If you are interactive with the Job Cost Main Modules, and you have specified a project number for this order in the purchase order overhead window, you may <click> on the **"Job"** button to allocate this item to the project. When you <click> on the **"Job"** button, a window will appear displaying the project number and description and the following two data items which are used to allocate costs to the project.
Cost Code	This is the actual cost or project code that you would like to use to categorize the cost. You may enter a partial number and press the **TAB** key and a scrolling screen will appear to allow you to search through the file for your selection. You will only be allowed to select a cost code that is defined as being either a **"Cost Only"** code or as a **"Cost and Billing Code."**

Detail Description	This is a twenty **(20)** character *(alpha/numeric)* description field which allows you to categorize your costs on a more detailed level ***(Normally by vendor or material)***. If you have turned on the question ***"Track Vendor Activity by Project"*** in the Master Configuration of Accounts Payable, the system will default this field to **"Vendor:,"** followed by the vendor number. You may edit the default description or press **TAB**. If you want the actual inventory item number to appear on the purchase order, you must either select a detail description that matches that number or enter the new number at this point. The system will then search for the cost code and description set up for this project. If the project detail was not found, one of two things will happen depending on the configuration of your Job Cost Main Module.

If the **Job Cost Main Module** has been configured to **"Require Cost Budgets,"** a message will be displayed which indicates that the code entered is not a valid cost code assigned to this particular project.

If the **Job Cost Main Module** has been configured not to require **"Cost Budgets,"** the system will display a scrolling search screen from which you may either select an existing detail line or press the **"Add"** button to add the new detail. If you have already set up budgets for this particular project and have done your budgeting on a specific item basis, this detail description will already be in the file for you to select from.

Once the project and project detail has been selected, you will be returned to the order detail screen and the GL Account specified for the cost code will be displayed. This is normally the **"Work-In-Process"** account number.

Though you are interactive with Job Cost, if you did not specify a project to be allocated to in the overhead screen, the system will then prompt you to enter inventory items, if you are interactive with Manufacturing Inventory Management. This prompt will change based on Project Number entered in the overhead screen for this purchase order.

If you are interactive with Manufacturing Inventory Management, you will have the option to enter an Inventory Item as the default on the detail entry screen. This is possible by setting the ***"Default to Item Number"*** question in the Purchase Order Master Configuration on. If this option is turned on, you will be able to retrieve a chart of accounts number from General Ledger. If you <click> the **Down Arrow** ***(F2 by default)***, a scrolling screen will appear prompting for the **"Chart of Account Number."**

Once the item number has been selected, the system will set the GL Account number to the one set up in the Inventory Item File for this particular item. If this item's default GL Account is non-existent, then you will be allowed to select a near match. If you enter a period **"."** as the first character of the GL Account Number, the system will recognize this as a description line only. In this case, you will be allowed to enter only the description line and then move to the next line of data. This gives you the flexibility to create as descriptive a purchase order as you desire.

You may also mix various lines of descriptions. In other words, lines of descriptions do not have to all be in one single order. Therefore, you may enter an inventory item, and then enter a line of description only. Then you may add another item and six lines of description, and so on.

When purchase order files are compressed to delete order lines that have already been completed, descriptive lines that are **"unattached"** to a specific inventory item will be deleted and not print on any remaining reprints of purchase orders, backlog reports, or other forms and reports.

The system will therefore recognize that lines that begin with two periods **(..)** should remain attached to the preceding inventory item and will print on all reports and forms that the inventory item prints on.

This special description line will act like it is part of the description of the preceding regular line. Every time the regular line is printed or skipped over, the special description line is printed or skipped over respectively.

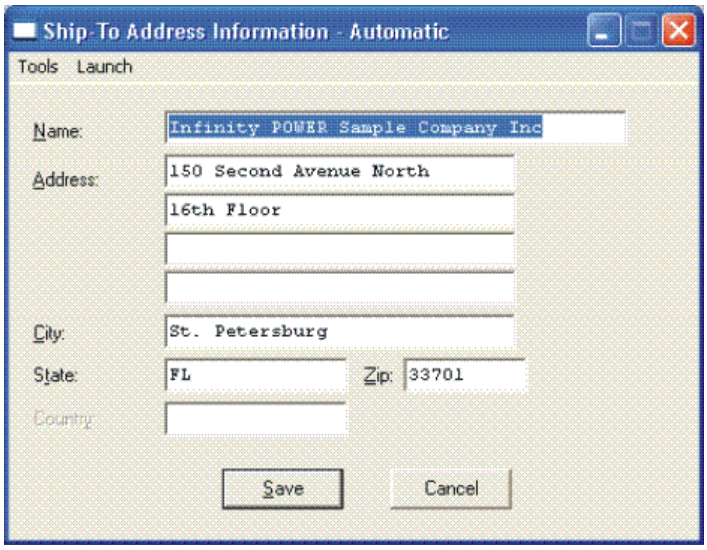
Description	This is a thirty **(30)** character *(alpha/numeric)* field for the description you would enter for this line of the transaction. If you press **ENTER**, the description will default to the description of the GL Account Number. If you are interactive with Job Cost and you have allocated this line to a project, this description will default to the description of the cost code selected. If you are interactive with Manufacturing Inventory Management and you have selected an inventory item for this line, this description will be the description of the inventory item and you will not be allowed to change this field.
Tax	This check box indicates whether or not this item is taxable. If there is a check in this box, this line item is taxable. The default value will be the value set up in the Master Configuration. You will not be allowed to change this data item unless you have turned on the **"Override Tax by Line"** option in the Master Configuration.
Hold	You have the ability to keep a specific item of the purchase order from being printed by simply checking this check box. Though you still have the ability to hold the entire order, you may be more specific and hold a single line item. ***(Providing your Master Configuration has been set up this way.)*** This will keep them from being printed on a purchase order until you use the ***"Change Existing Purchase Orders"*** menu option and uncheck this checkbox.
Inventory Item Number	The heading for this field will be the heading set up in the Manufacturing Inventory Management Master Configuration or Job Cost Master Configuration. If you are not interactive with Manufacturing Inventory Management, this heading and field will be blank. If you are interactive with Manufacturing Inventory Management, the heading will be displayed and if you have selected an inventory item for this line, the item number will be displayed. If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **"units of measure"** to choose from. The system will record the requisition of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Purchase Order reports. **NOTE:** Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. However, the inventory cost layers in the Inventory module will be updated with the **"stocking unit of measure"** ***(lowest common denominator)*** of unit of measure available ***(usually eaches)*** by using the factor set up on the unit of measure conversion definition when you record the receipt of this purchase order. For more information on the Unit of Measure Conversion procedure, refer to the ***"Set Up Inventory Items"*** section of the Inventory manual. For more information on the Unit of Measure Conversion procedure, refer to the ***"Set Up Inventory Items"*** section of the Inventory manual. If you select an inventory item which utilizes either a **"Serial #"** or **"Lot #"** type costing method, the system will request additional information. Since you are only requesting the purchase of inventory and not receiving it, the system can bypass the entry of Serial Numbers or Lot Numbers at this time by <clicking> on the **"OK"** button.

	The system is designed to purchase and receive Serial Number inventory in the quantity of one **(1)**. By entering a quantity of one **(1)** on Serial Numbered items this information will then be included as part of this record in the transaction files. You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on several reports. Only the last Serial Number entered for a given inventory purchase line, with a quantity greater than one, will be included on the available reporting. All inventory records and files are updated with all the pertinent information on all Serial Numbers. Therefore, all detailed reporting of Serial Numbers and Lot Numbers can be accessed from the Inventory module.
Quantity	This is the quantity of the item you are ordering from your vendor. This quantity is based on your unit of measure. If you are interactive with Manufacturing Inventory Management, this is the quantity that will be added to the Quantity On-Order for this inventory item. If you are utilizing the **"Unit of Measure Conversion"** feature, be sure to enter the appropriate quantity based on the unit of measure selected. Do **NOT** enter the **"stocking unit of measure"** quantity when using a unit of measure other than the default unit of measure assigned to this inventory item.
U/M	This is a four **(4)** character field for the unit of measure for this item. If you are interactive with Manufacturing Inventory Management, this will default to the unit of measure set up for the inventory item selected. Otherwise, the unit of measure selected will be used if you are utilizing the **"Unit of Measure Conversion"** procedures.
Unit Cost	This is the unit cost of the item being ordered. This will be multiplied by the quantity to calculate the extended cost. If you are interactive with Manufacturing Inventory Management, the unit cost will be based on the costing method and last cost of the inventory item selected. You may change this unit cost at your discretion. If you have specified a project on the overhead screen and are allocating this line item to a specific cost code with a budget, and if the Job Cost Master Configuration has been set up with the option ***"Require Cost Budgets,"*** an error message may appear. There are two possible messages that may appear if the quantity multiplied by the unit cost combination exceeds the budget that was either set up for the Work in Process account number in General Ledger or if the budget was exceeded for the specific cost code selected. Based on which budget has been exceeded, the first warning message that will appear is the General Ledger Budget warning message. The system will then prompt you as to whether you want to proceed or not. If you answer **(Y)**es, you will be allowed to proceed. However, if the budget for the specific cost code has been exceeded as well, an additional warning message will appear that will display the detail of the selected cost code and the budget amount remaining, if any. Again, you will be prompted to enter **(Y)**es or **(N)**o as to whether to proceed. If you enter **(N)**o to either of these warning messages, you will be able to change either the quantity or unit cost for this line item. **"Actual amounts"** verses the **"budget amounts"** for individual cost codes are based on the actual costs that have either been vouchered through the Accounts Payable module or entered as actual direct costs through the **Job Cost Main Module**.

Discount %	This is the percent discount that will be taken on this line when calculating extended price. If you have set the **"Allow Discount % by Line"** field in the Master Configuration to be turned on, you will be allowed to enter a percent here. Otherwise, the system will skip this data item.
Extended Cost	This is the calculated extended cost for this line of the transaction.
SO Reference #	If you have transferred a Sales Order into the Purchase Order Entry module to be added as a purchase order, this is the number that will appear in this field. This does require that the interaction to Sales Order Entry be turned on and will only exist if the function to transfer sales orders to purchase orders has been run. If this option has not been executed, you may enter the sales order number at this point and it will be included in the report ***"Print Shipments Received for SO,"*** which lists all shipments that you have received from your vendors that apply to specific Sales Orders. This is helpful in tracking Special Orders and Drop Shipments for billing purposes. By reviewing this order, you will know when to ship an item through the Sales Order Entry module and then be able to bill for those items.
Ship Date	This is the line item ship date.
Vendor Part #	This is the vendor's part number that you have assigned in the Manufacturing Inventory Management program as either the primary or secondary vendor. The system automatically looks to see which vendor this purchase order is being issued to and then compares the vendor number to the one set up in the inventory files. If it finds a match in either the primary or secondary vendor field, the system will then print the vendor's part number that you assigned in this data field. If no match is located, then the system will allow you to enter any number you desire. If you don't want to enter a number, then press **TAB** to skip to the next data field. The inventory item number will always print on your purchase order forms. In addition, some forms will also print the vendor's part number in addition. See **Chapter 1** of this manual to determine the exact forms which handle this type of printing. When you have entered all detail lines necessary for this transaction, you may <click> on the **"Save"** button to validate the detail. You will be returned to the initial screen.

Address

<Click> this button and a new window will overlay the screen to allow you to see and/or edit the address in which this purchase order will be shipped to. The vendor's address will automatically appear based on whom you have selected for this Purchase Order. You may choose to override any of the fields shown on this screen as shown on the following screen. The Country field will be available if you have this feature turned on in the Master Configuration.



<Click> on **"Save"** to validate any changes you make to this address information or <click> on **"Cancel"** to be returned to the main screen.

User Fields

If you have configured the Purchase Order Entry module to allow for any **"User Defined Fields,"** <click> the **"User Fields"** button. A screen will appear showing all of the custom fields that have been defined for this module. You may make any edits to any of these fields as desired. <Click> on **"Save"** to validate any changes you make or <click> on **"Cancel"** to be returned to the main screen.

<Click> the **"Save"** button to validate the transaction, save the transaction record, update inventory *(if applicable)*, and then proceed to the option to print the purchase order form. Printing of the purchase order form is optional and may be performed at any time as many times as you desire.

Results:

coPO1dy.dbf - Purchase Order File
- New Purchase Order added to File

coPO2dy.dbf - Purchase Order Detail File
- New Purchase Order Lines added to File

coIM1dy.dbf - Inventory Item File
- Quantity On-Order increased if Inventory Items included on Purchase Order

coIM2dy.dbf - Inventory Transaction File
- Transaction Record added *(optional)*

Change Mode (PO0102)

This option allows you to edit or change existing Purchase Orders and Requests for Proposals. You may also change a Request for Proposal into a Purchase Order. If you have made any mistakes during the entering of your purchase orders, you may return to the ***"Enter Purchase Orders"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

NOTE

Once a purchase order is filled, no changes to the purchase order will be allowed.

The kind of changes made here may include changing the Ship To Address or changing the purchase order type from Request for Proposal to Normal. The system would then consider it a full purchase order and allow full processing to take place with just this one change. When the change is made from Request for Proposal to Normal, the system will automatically update the inventory files, if applicable, for any quantities that would now be placed **"On-Order."**

If no changes are required or you have completed your changes, <click> on the **"Details"** button and you will then be allowed to edit the detail lines of the purchase order. On the detail screen you will see each line item on the Purchase Order as well as the quantity received, the quantity invoiced and the quantity remaining. Make any necessary changes or additions to the purchase order detail and <click> on the **"Save"** button to validate any changes made. This will return you to the header screen, <click> on the **"Save"** button to update this record. Please note that no changes should be made to any lines which have had quantities received but have not yet been vouchered.

Results:

coPO1dy.dbf - Purchase Order File
- Reflects any Adjustments made

coPO2dy.dbf - Purchase Order Detail File
- Reflects any Adjustments made

coIM1dy.dbf - Inventory Item File
- Adjusts Quantity On-Order

Delete Mode (PO0103)

This option allows you to delete an existing Purchase Order or Request for Proposal. You cannot delete a Purchase Order which has quantity received but not invoiced. The system will automatically adjust inventory on-order amounts for all deleted Purchase Orders.

This option allows you to delete purchase orders that may have been entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once an order is deleted, it can not be retrieved. Please note that you may not delete a purchase order that has quantities received but not vouchered.

NOTE

Once a purchase order is filled, no changes to the purchase order will be allowed.

Results:

coPO1dy.dbf - Purchase Order File
- Order is marked for deletion

coPO2dy.dbf - Purchase Order Detail File
- Detailed Lines are marked for deletion

coIM1dy.dbf - Inventory Item File
- Quantity On-Order is reduced

Copy Mode (PO0104)

This option allows you to create new Purchase Orders or Requests for Proposals by copying the information from existing ones. Using this option, the system provides a quick method of setting up purchase orders that are very similar. This may apply where vendors may have repetitive orders over a period of time that only have minor differences between them.

Instead of re-keying all of the information, you may instead copy an existing order and make any additional changes necessary. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file. If you have your purchase order numbering set to automatic, the system will automatically choose the next purchase order number in the system.

All of the **"Source"** purchase order information will be copied to the **"Destination"** purchase. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate.

Results:

coPO1dy.dbf - Purchase Order File
- New Purchase Order added to File

coPO2dy.dbf - Purchase Order Detail File
- New Purchase Order Lines added to File

coIM1dy.dbf - Inventory Item File
- Quantity On-Order increased if Inventory Items included on Purchase Order

coIM2dy.dbf - Inventory Transaction File
- Transaction Record added *(optional)*

IMPORT PURCHASE ORDERS

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import Purchase Orders directly into the Purchase Order module.

This option is designed to allow you to import Purchase Orders directly into the Purchase Order module. They will be updated as if processed through the normal **"Add"** mode in the ***Enter Purchase Orders*** menu option from within the Purchase Order system.

When you select the option to ***"Import Purchase Orders"*** from the ***"Transactions"*** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

Only imported transactions whose month agrees with the current system date are imported. **Example:** If your **Infinity POWER System Date** is set anywhere in April of 2004, only those import transactions with a date between **4-01-04** and **04-30-04** will be imported.

The Fixed Length ASCII file logical record length for this import file is **523** bytes.

Description	Type	Position	Length
Cont? (0=NO, 1=YES)	CHAR	1	1
Purchase Order #	STRING	2	10*
Vendor #	STRING	12	10*
Vendor Name	STRING	22	30*
Vendor SO#	STRING	52	10*
Order Type (1-2)	CHAR	62	1
Date Ordered	STRING	63	6
Receipt Date	STRING	69	6
Latest Date	STRING	75	6
Ship-To-Name	STRING	81	40
Ship-to-Address 1	STRING	121	25
Ship-to-Address 2	STRING	146	25
Ship-to-City	STRING	171	15
Ship-to-State	STRING	186	2
Ship-To-Zip Code	STRING	188	10
Hold Entire PO	CHAR	198	1
Misc. Status	STRING	199	30
Open Item Desc.	STRING	229	20
Shipping Instr.	STRING	249	20
Checking Acct. #	CHAR	269	1
Terms Type (1-3)	CHAR	270	1
Net Days	CHAR	271	2
Overall Discount %	FLOAT	273	10
Project #	STRING	283	10
Retainage	FLOAT	293	10
Sales Tax Percent	FLOAT	303	10
Sales Disc. %	FLOAT	313	10
Deposit Amount	DOUBLE	323	15
Requested By	STRING	338	20
Hold Item From PO	CHAR	358	20
GL Account	STRING	359	20*
Inventory Item #	STRING	379	20*
Taxable (0=NO,1=YES)	CHAR	409	1
Description	STRING	419	30

Description	Type	Position	Length
SO # If Applicable	STRING	430	10
Unit of Measure	STRING	440	4
Vendors Inv. Item #	STRING	444	20
Vendors UM	STRING	464	4
Vendors Conv. Factor	FLOAT	468	10
Quantity Ordered	FLOAT	478	10
Unit Price	DOUBLE	488	15
Line Item Discount %	FLOAT	503	6
Extended Price	DOUBLE	509	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) Import File Format

2) Import File Name

3) Process Import File

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging

Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process. Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file

2 = Change record in file

3 = Delete record in file

4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Purchase Order Transactions File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT PURCHASE ORDER TRANSACTIONS (PO0602.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import Purchase Orders and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as PO0602.MAP.**

Explanation of File:

"Purchase Order #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 20, (length of field) "STRING", (Type of field) 2, (Starting position of field) 20 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
"Cont? (0=NO,1=YES)",664,0,"CHAR",1,1
*"Purchase Order #",0,20,"STRING",2,20
*"Vendor #",21,10,"STRING",22,10
"Vendor Name",32,30,"STRING",32,30
"Vendor SO #",63,10,"STRING",62,10
*"Order Type (1-3)",74,0,"INT",72,1
*"Date Ordered",75,6,"STRING",73,6
"Receipt Date",82,6,"STRING",79,6
"Latest Date",89,6,"STRING",85,6
"Ship To Name",96,40,"STRING",91,40
"Ship To Address 1",137,30,"STRING",131,30
"Ship To Address 2",168,30,"STRING",161,30
"Ship To Address 3",199,30,"STRING",191,30
"Ship To Address 4",230,30,"STRING",221,30
"Ship To City",261,30,"STRING",251,30
"Ship To State",292,2,"STRING",281,2
"Ship To Zip Code",295,10,"STRING",283,10
"Hold Entire PO",306,0,"CHAR",293,1
"Misc. Status",307,30,"STRING",294,30
"Open Item Desc.",338,20,"STRING",324,20
"Shipping Instuctions",359,20,"STRING",344,20
*"Bank Account",380,5,"STRING",364,5
*"Terms Type (1-3)",408,0,"INT",369,1
"Net Days",410,0,"INT",370,2
"Discount Days",412,0,"INT",372,2
"Overall Discount %",414,0,"FLOAT",374,10
*"Project #",418,10,"STRING",384,10
"Retainage",430,0,"FLOAT",394,10
*"Sales Tax Percent",434,0,"FLOAT",404,10
"Sales Disc. %",438,0,"FLOAT",414,10
"Deposit Amount",442,0,"DOUBLE",424,15
"Requested By",450,20,"STRING",439,20
"Hold item from PO",471,0,"CHAR",459,1
*"GL Account",472,20,"STRING",460,20
```

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Data Pro Support Document

```
*"Inventory Item #",493,20,"STRING",480,20
"Taxable (0=NO,1=YES)",535,0,"CHAR",500,1
"Description",536,30,"STRING",501,30
"SO # if applicable",567,10,"STRING",531,10
*"Unit of Measure",578,4,"STRING",541,4
"Vendors Inv. Item #",583,20,"STRING",545,20
*"Quantity Ordered",604,0,"DOUBLE",565,10
*"Unit Price",612,0,"DOUBLE",575,10
"Line Item Discount %",620,0,"FLOAT",585,6
*"Extended Price",624,0,"DOUBLE",591,15
*"JC Cost Code",632,10,"STRING",606,10
"JC Proj Detail Desc",643,20,"STRING",616,20
"LRL",635
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Types:

1 = Normal

2 = Request for Proposal

3 = Auto Renewal

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a General Ledger number the line would look as follows: *"1 Order Type (1-3)",74,0,"INT",-1,1, (1 being the length of the Order Type).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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IMPORT PURCHASE ORDER TRANSACTIONS (PO0602.MAP) CUSTOMIZED

```
*"Purchase Order #",0,20,"STRING",2,20
*"Vendor #",21,10,"STRING",22,10
*"Order Type (1-3)",74,0,"INT",32,1
*"Date Ordered",75,6,"STRING",33,6
*"Bank Account",380,5,"STRING",39,5
*"Terms Type (1-3)",408,0,"INT",44,1
*"Project #",418,10,"STRING",45,10
*"Sales Tax Percent",434,0,"FLOAT",55,10
*"GL Account",472,20,"STRING",65,20
*"Inventory Item #",493,20,"STRING",85,20
*"Unit of Measure",578,4,"STRING",105,4
*"Quantity Ordered",604,0,"DOUBLE",109,10
*"Unit Price",612,0,"DOUBLE",119,15
*"Extended Price",624,0,"DOUBLE",134,15
*"JC Cost Code",632,10,"STRING",149,10
"LRL",158
```

* Required fields for importing records **if using Job Cost**

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Field Descriptions:

"ACTION" TYPES
1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"TERM" TYPES
1 = IMMEDIATE
2 = NET DAYS
3 = NET EOM

"ORDER" TYPES
1 = NORMAL
2 = SPECIAL ORDER
3 = DROP SHIPMENT

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Data Pro Support Document

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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RECORD RECEIPTS (PO0105)

This option allows you to record partial and/or complete order receipts that you have ordered through the Purchase Order module. A Receipt Log will be printed showing all receipt information.

This option should be used only if you are entering the receipts of inventory items or detail items that belong to a specific project that has been selected for this purchase order. If you also want to voucher the invoice into Accounts Payable at the same time, then you should use the option ***"Voucher Vendor's Invoices."*** That option will allow you to perform both functions from the same screen.

By selecting this option, the system will first ask you for the purchase order number that you want to record receipts to. You may enter the number or press **TAB** to search for near matches. Once you have selected the appropriate purchase order number, a new screen will appear displaying the Purchase Order Number, the vendor, the purchase order type, the project number ***(if assigned to on this order)***, the vendor's sales order number, the date ordered, shipping instructions, and the status of the order.

Below this detail, the system will ask ***"Order Shipped Complete?"***

If you have received everything for this purchase order, simply <click> on the checkbox and the system will then update the purchase order and print an audit trail for those items recorded into the system.

If the order was not received complete, then <click> on the **"Specific Items Received"** button, and a new screen will overlay the current screen displaying the line items of the purchase order. Each line item will display the Quantity Ordered, the amount remaining ***(on-order)***, the part number and description, the vendor's part number if entered on the Purchase Order and the unit of measure of that item or project code ***(if applicable)***.

You will then be prompted to enter the Quantity Received for each line item. If no quantity was received for a specific line item, simply <click> on the **"Next Record"** button from the **"Navigation Toolbar"** to skip to the next line item.

If a quantity is entered, the system will then prompt you to enter the unit cost. The original unit cost will be automatically displayed. If you want to change the unit cost, enter the amount at this point.

If you have set the option in the Master Configuration ***"Allow Qty. Received over PO?"*** to be turned off, the system will not allow you to enter a quantity amount in excess of the Quantity Ordered amount. This is designed to prevent employees from inadvertently allowing the receipt of merchandise that was not originally authorized. If the option is turned on, you may then enter whatever quantity would apply.

If you are receiving an inventory item which is either a **"Serial #"** or **"Lot #"** type costing method, the system will request additional information. Since you are receiving inventory into stock, the system will require the Serial Numbers or Lot Numbers to be added. The system is designed to accept Serial Number inventory receipts in the quantity of one **(1)**. By entering a quantity of one **(1)** on Serial Numbered items this information will then be included on the Receipt Log.

You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on the Receipt Log. Only the last Serial Number entered for a given inventory receipt line, with a quantity greater than one, will be included on the report.

All inventory records and files are updated with all pertinent information on all Serial Numbers. Therefore, all detailed reporting of Serial Numbers and Lot Numbers can be accessed from the Inventory module. This means that once the Serial Numbers are recorded here as receipts, they will available for selection throughout all invoicing options in Accounts Receivable, Sales Order and Point of Sale.

Once the item has been selected and if it has a **"Serial #"** type costing method, the system will prompt you for the Serial Number. Please note that you can use a Bar Code Scanner at this point to capture the Serial Number off of the product, providing the manufacturer has printed it on the packaging.

The Serial Number is a twenty **(20)** character *(alpha/numeric)* field which is used to enter the Serial Number of the inventory item you are receiving into stock. After the validation of this receipt, the system will prompt you for the additional information below on each of the serialized item(s).

If you are planning to use a quantity greater than one **(1)** on serialized items, you will be prompted for a Serial Number for each of the quantity of items you are receiving. If the quantity received is ten, then you will be prompted for ten Serial Numbers.

Description	This is a thirty **(30)** character *(alpha/numeric)* field used to describe this serialized item. By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual serialized item.
Bin #	This is a ten **(10)** character *(alpha/numeric)* field used to identify the location number of serialized items stored in bins.
Warranty	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is <clicked> **"On,"** this item will remain in the Inventory files, even after it is sold, so that warranty information may be kept.
Comments	There are two lines of comments, fifty **(50)** characters on each line, to note warranty information or any other pertinent information about this individual serialized item. If the item selected has a "**Lot #"** type costing method, the system will prompt you for a Lot Number. If you are receiving into stock items that require separate Lot Numbers, you should have entered individual lines of inventory for each Lot Number. You may change the Purchase Order at any time before recording receipts to accommodate this separation. For instance, if you were receiving 50 gallons of paint that had two Lot Numbers, Lot 1 and Lot 6, and you received 25 gallons of each lot, you should receive these as two separate lines. Therefore, the Purchase Order should have two **(2)** lines to separate the lot numbers.

At the Lot Number prompt, you may press **TAB** to choose an existing Lot Number already established, or you may enter a new Lot Number. After the validation of this receipt, the system will prompt you for the additional information below on the Lot Item(s), if in fact the Lot Numbers do not exist. By pressing the **F5** key, you may add this new Lot Number to the existing Lots already defined.

Lot Number	A twenty **(20)** character *(alpha/numeric)* field used to identify a ***"likeness"*** of items being received into stock. This is normally a ***"run"*** of products or color groups associated to various types of products.
Description	This is a thirty **(30)** character *(alpha/numeric)* field used to describe this lot of item(s). By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual lot of item(s).
Bin #	This is a ten **(10)** character *(alpha/numeric)* field used to identify the location number of lot item(s) stored in bins.
Warranty	This checkbox is used to identify whether or not this lot of item(s) is under warranty. If the warranty field is turned **"On,"** this item will remain in the Inventory files, even after it is sold, so that warranty information may be kept.
Comments	There are two lines of comments, fifty **(50)** characters on each line, to note warranty information or any other pertinent information about this individual lot of item(s). Unlike Serialized Items, Lot Number items can be stored with multiple quantities. For example, you received four **(4)** cases of *red paint* which was manufactured at two different plants.

The manufacturer has marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. You can record the receipt of this stock on two separate line items, two cases with Lot Number **"123"** and two cases with Lot Number **"789"** as long as the Purchase Order reflects two separate line items. If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **"units of measure"** to choose from.

The system will record the receipt of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Receipt Log.

However, the inventory cost layers in the Inventory module will be updated with the **"stocking unit of measure"** *(lowest common denominator)* of unit of measure available *(usually eaches)* by using the factor set up on the unit of measure conversion definition. For more information on the Unit of Measure Conversion procedure, refer to the ***"Set Up Inventory Items"*** section of the Inventory manual. If the **"Unit of Measure Conversion"** feature is being utilized, be sure to receive the stock at the appropriate unit of measure cost. Do **NOT** receive the stock in with a unit cost of the **"stocking unit of measure"** ***(lowest common denominator, usually eaches)***.

The system will perform the task of calculating the cost in the **"stocking unit of measure"** by taking the last cost associated with the item and multiplying it by the factor defined in the Unit of Measure Conversion table to get the unit cost default. This information will then be updated to the Cost Layer File in the Inventory module. Once you have entered all of the quantities for this order, <click> on the **"Save"** button to validate the detail and then the system will return you to the header screen. <Click> on the **"Save"** button and the system will then print an audit trail of the transaction.

Results:

coPO2dy.dbf - Purchase Order Detail File
- Quantities Received updated for each line

coIM1dy.dbf - Inventory Item File
- Quantities On-Order reduced
- Quantities On-Hand increased

coIM6.dbf - Cost Layer File
- Adding of new cost layers, serialized items and lot items

coJC1dy.dbf - Project File
- Transaction for Receipt posted *(optional)*
(if selected)

coJC2dy.dbf – Project Detail File
- Transaction for Receipt posted

coJC3dy.dbf - Transaction File
- Transaction for Receipt posted

PO2GL.co - General Ledger Integration File
- General Ledger Accounts updated

coIM2dy.dbf - Transaction File
- Transaction for Receipt posted to project

VOUCHER VENDOR'S INVOICES (PO0106)

This option allows you to record all vendors' invoices for stock which has been received. All Accounts Payable transaction information will be updated at this time. Using this option combines all of the key Purchase Order accounting elements together in one place and allows you to easily perform all of your recording to the Job Cost Main Module, Purchase Order Entry, Accounts Payable, and Manufacturing Inventory Management modules at one time.

Other options exist throughout all of these modules that allow you to input each type of information handled here independently, but this option provides a single point of entry for the following items. By selecting this option, the system will first ask you for the purchase order number that you want to voucher receipts to. You may press the **TAB** key to search for near matches.

Once you have selected the appropriate purchase order number, a new screen will appear displaying the Purchase Order Number, the vendor, the purchase order type, the project number *(if assigned)*, the vendor's sales order number, the date ordered, shipping instructions, and the status of the order.

Below this detail, the system will ask **"Order Billed complete?"**

If the order was not received complete or you wish to **"Record Receipts"** of newer additional inventory items or items for a project not previously received, then do **NOT** <click> the checkbox, and a new screen will overlay the current screen displaying the line items of the purchase order.

Each line item will display the Quantity Ordered, the amount remaining ***(on-order)***, the quantity already received, and the unit of measure of that item. You will then be prompted to enter the Quantity Received for each line item. If no quantity was received for a specific line item, simple <click> on the **"Next Record"** button from the **"Navigation Toolbar"** to skip to the next line item.

If you are receiving an inventory item which is either a **"Serial #"** or **"Lot #"** type costing method, the system will request additional information. Since you are receiving inventory into stock, the system will require the Serial Numbers or Lot Numbers to be added.

The system is designed to accept Serial Number inventory receipts in the quantity of one **(1)**. By entering a quantity of one **(1)** on Serial Numbered items this information will then be included on the Receipt Log.

You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on the Receipt Log. Only the last Serial Number entered for a given inventory receipt line, with a quantity greater than one, will be included on the report.

All inventory records and files are updated with all pertinent information on all Serial Numbers. Therefore, all detail reporting on Serial Numbers and Lot Numbers can be accessed from the Inventory module. This means that once the Serial Numbers are recorded here as receipts, they will be available for selection throughout all invoicing options in Accounts Receivable, Sales Order and Point of Sale.

Once the item has been selected and it is a **"Serial #"** type costing method, the system will prompt you for the Serial Number.

Please note that you can use a Bar Code Scanner at this point to capture the Serial Number off of the product, providing the manufacturer has printed on the packaging.

The Serial Number is a twenty **(20)** character *(alpha/numeric)* field which is used to enter the Serial Number of the inventory item you are receiving into stock. After the validation of this receipt, the system will prompt you for the additional information below on each of the serialized item(s).

If you are planning to use a quantity greater than one **(1)** on serialized items, you will be prompted for a Serial Number for each of the quantity of items you are receiving. If the quantity received is ten, then you will be prompted for ten Serial Numbers.

Description	This is a thirty **(30)** character *(alpha/numeric)* field used to describe this serialized item. By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual serialized item.
Bin #	This is a ten **(10)** character *(alpha/numeric)* field used to identify the location number of serialized items stored in bins.
Warranty	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is turned **"On,"** this item will remain in the Inventory files, even after it is sold, so that warranty information may be kept.
Comments	There are two lines of comments, fifty **(50)** characters on each line, to note warranty information or any other pertinent information about this individual serialized item.

If the item selected has a **"Lot #"** type costing method, the system will prompt you for a Lot Number. If you are receiving into stock items that require separate Lot Numbers, you should have entered individual lines of inventory for each Lot Number. You may change the Purchase Order at any time before recording receipts to accommodate this separation.

For instance, if you were receiving 50 gallons of paint that had two Lot Numbers, Lot 1 and Lot 6, and you received 25 gallons of each lot, you should receive these as two separate lines. Therefore, the Purchase Order should have two **(2)** lines to separate the lot numbers.

At the Lot Number prompt, you may press the **TAB** key to choose an existing Lot Number already established, or you may enter a new Lot Number. After the validation of this receipt, the system will prompt you for the additional information below on the Lot Item(s), if in fact the Lot Numbers do not exist. By pressing the **F5** key, you may add this new Lot Number to the existing Lots already defined.

The Lot Number is a twenty **(20)** character *(alpha/numeric)* field used to identify a ***"likeness"*** of items being received into stock. This is normally a ***"run"*** of products or color groups associated to various types of products.

The system will also prompt you for additional information on the new lots after validation of the receipt being entered, which is described below.

Description	This is a thirty **(30)** character *(alpha/numeric)* field used to describe this lot of item(s). By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual lot of item(s).
Bin #	This is a ten **(10)** character *(alpha/numeric)* field used to identify the location number of lot item(s) stored in bins.
Warranty	This checkbox is used to identify whether or not this lot of item(s) is under warranty. If the warranty field is turned **"On,"** this item will remain in the Inventory files, even after it is sold, so that warranty information may be kept.
Comments	There are two lines of comments, fifty **(50)** characters on each line, to note warranty information or any other pertinent information about this individual lot of item(s).

Unlike Serialized Items, Lot Number items can be stored with multiple quantities. For example, you received four **(4)** cases of *red paint* which was manufactured at two different plants. The manufacturer has marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. You can record the receipt of this stock on two separate line items, two cases with Lot Number **"123"** and two cases with Lot Number **"789"** as long as the Purchase Order reflects two separate line items.

If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **"units of measure"** to choose from. The system will record the receipt of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Receipt Log.

However, the inventory cost layers in the Inventory module will be updated with the **"stocking unit of measure"** ***(lowest common denominator)*** of unit of measure available ***(usually eaches)*** by using the factor set up on the unit of measure conversion definition. For more information on the Unit of Measure Conversion procedure, refer to the ***"Set Up Inventory Items"*** section of the Inventory manual.

The system will then prompt you to enter the unit cost. The original unit cost will be automatically displayed. If you want to change the unit cost, enter the amount at this point.

If the **"Unit of Measure Conversion"** feature is being utilized, be sure to receive the stock at the appropriate unit of measure cost. Do **NOT** receive the stock in with a unit cost of the **"stocking unit of measure"** ***(lowest common denominator, usually eaches)***.

The system will perform the task of calculating the cost in the **"stocking unit of measure"** by taking the last cost associated with the item and multiplying it by the factor defined in the Unit of Measure Conversion table to get the unit cost default. This information will then be updated to the Cost Layer File in the Inventory module.

If you have turned **"Off"** the option in the Master Configuration ***"Allow Qty. Received over PO?"*** the system will not allow you to enter a quantity amount in excess of the Quantity Ordered amount. This is designed to prevent employees from inadvertently allowing the receipt of merchandise that was not originally authorized.

The system will also prevent you from vouchering for more quantities billed than what you have received. If you have turned **"Off"** the option in the Master Configuration ***"Allow Qty. Billed over Receipts,"*** the system will not allow you to do so. If either of these options were turned **"On,"** you may then enter whatever quantity would apply.

Once you have entered all of the quantities for this order, the system will then take you to the Voucher Invoice screen which is described next.

If your invoice contains the billing for all of the items you have already received for this purchase order, simply <click> on the checkbox, **"Order Billed Complete?"** and the system will then overlay a new screen. This new screen will allow you to then voucher this invoice into your payables system.

If you desire to both voucher billing and record the receipt of inventory items at the same time, you should **NOT** <click> on this checkbox and proceed to record the receipt of each item and its appropriate quantities. Each line item will display the Quantity Ordered, the amount remaining *(on-order)*, the quantity already received, and the unit of measure of that item.

You will then be prompted to enter the Quantity Received for each line item. If no quantity was received for a specific line item, <click> on the **"Next Record"** button from the **"Navigation Toolbar"** to skip to the next line item.

If a quantity is entered, the system will then prompt you to enter the unit cost. The original unit cost will be automatically displayed. If you want to change the unit cost, enter the amount at this point.

If you have turned **"Off"** the option in the Master Configuration to ***"Allow Qty. Received over PO?",*** the system will not allow you to enter a quantity amount in excess of the Quantity Ordered amount. This is designed to prevent employees from inadvertently allowing the receipt of merchandise that was not originally authorized.

The system will also prevent you from vouchering more quantities billed than what you have received. If you have turned **"Off"** the option in the Master Configuration to ***"Allow Qty. Billed over Receipts",*** the system will not allow you to do so.

If either of these options is turned **"On,"** you may then enter whatever quantity would apply.

After all items have been received or if you checked the checkbox **"Order Billed Complete?,"** the following screen will be displayed. There are seven data items on this screen and they are discussed here.

Transaction Type

This is the type of transaction you are vouchering. You may <click> on the pull down box to display the available types which are listed below.

- **Invoice**
- **Credit Memo**
- **Debit Memo**
- **Adjustment**
- **Statement**
- **Finance Charge**
- **Retainage**
- **Deposit/Advance**

Date	This is the date of the vendor's transaction. You may press the **TAB** key to default to the current system date. This date will be used as the transaction origination date of the open item and transaction record.
Transaction Number	This is the ten **(10)** character transaction number, or reference number, for this expense.
Sale Amount	The receipts dollar amount from the previous screen will automatically default into this field. This is the amount that will be used in the calculation of the discount amount. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here. If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed.
Total Amount	This is the total dollar amount of the invoice. This will default to the **"Sale Amount"** entered. If the total amount of the invoice is different from the sale amount, it may be changed here. If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed.
Bank Account	This is a number which identifies the checking account to use for this open item. The default will be the number set up in the vendor's master file.

You will then have the option of overriding the General Ledger distribution of this voucher. <Click> on the **"Override G/L"** button and a new screen will appear for this distribution process. If you do not select to **"Override G/L,"** the system will expense the total amount of the invoice to the General Ledger account numbers specified, by line item, when the purchase order was entered.

Override GL

This screen allows you to change the General Ledger account that will be used to expense the charge. This screen will also display the total amount of the invoice to distribute and the amount remaining to distribute.

If you are interactive with General Ledger, the system allows you to scroll through the General Ledger account file to select the accounts and display the account descriptions. You must distribute the entire amount of the invoice before validating.

While distributing amounts to various account numbers, the system will look at the current period budget amount for the account selected for this voucher and determine whether the amount is in excess of its budget. If this is the case, the system immediately displays a window warning you of this and will prompt for whether to proceed or not or to choose another account number.

For a thorough discussion regarding General Ledger distributions, see **Chapter 1** of this manual discussing General Ledger Integration.

After all of the preceding data has been entered, <click> on the **"Save"** button. Then <click> on the **"Save"** button to validate this voucher. The system will save the open item and transaction record, update the vendor's account history, update inventory, update any projects and their cost code detail, update the purchase order detail, and if on accrual basis, record the entry to the General Ledger integration file.

A transaction register will also be printed for each voucher.

Results:

coAP1dy.dbf - Vendor File
- Vendor History updated

coAP2.dbf - Open Item File
- Open Item(s) added

coAP3dy.dbf - Transaction File
- Transaction Record added *(optional)*

PO2GL.co - General Ledger Integration File
- General Ledger Account Distribution recorded with a Credit to the Accounts Payable account *(If Interactive and on the Accrual Basis)*

coPO1dy.dbf - Purchase Order File
- Any Deposits Recorded reduced to Zero

coPO2dy.dbf - Purchase Order Detail File
- Receipt Transaction recorded *(optional)*

coIM1dy.dbf - Inventory File
- Quantity on Hand and History updated
(If Interactive and Items Received)

coIM2dy.dbf - Inventory Transaction File
- Receipt Transaction recorded *(optional)*

coIM6.dbf - Cost Layer File
- Add or update cost layers, serial numbers or lot numbers

coJC1dy.dbf - Project File
- Quantities or Dollar Amounts Updated
(If Interactive and Items Received)

coJC2dy.dbf - Transaction File
- Receipt Transaction recorded *(optional)*

TRANSFER P.O. FROM S.O. (PO0107)

This option allows you to generate Purchase Orders, in the Purchase Entry System, for all current customer Sales Orders ***(Special Orders and Drop Shipments only)*** in the Sales Order Entry System. The Purchase Order Entry and the Sales Order Entry modules provide you with a convenient method of performing two tasks almost at once.

It is very common in many industries to take an order from a customer and enter it into the Sales Order Entry module for processing. Likewise, it is common that the items being ordered are not inventoried, but handled on a special order or drop shipment basis.

This means that in addition to entering the Sales Order, you also have to turn around and re-enter the same items as a purchase order to your vendor. The system eliminates the need for this re-keying function by providing you with two types of sales orders **(Special Order and Drop Shipment)**.

When specified, the Sales Order program will automatically transfer the order detail from the Sales Order Entry module to the Purchase Order Entry module for the generation of a new purchase order.

The cycle begins in the Sales Order Entry module. First a sales order must be entered. The order type used with the order must be either a Special Order or a Drop Shipment. No other order types will work with this feature.

When the order is entered into the system, from the ***"Enter Sales Orders"*** menu option, <clicking> on the **"Status"** button will open a new window with several new data items.

A check in the "***Ordered In P.O."*** check box indicates the Sales Order has been transferred to the Purchase Order system.

If you want the system to transfer the detail to Purchase Order Entry, uncheck this box, but specify a valid vendor number in the **"Vendor #"** field.

The placement of a valid vendor number is required for the transfer to take place. Checking "on" this box will tell the system that the order has already been transferred to the Purchase Order Entry module.

The **"Vendor P.O. #"** field is for manual referencing of purchase orders. If you are transferring this sales order to Purchase Order, no response is required here.

The items that are actually transferred to the Purchase Order Entry module are those items with a backlog quantity. In other words, you may enter a Sales Order and begin shipping specific line items from that order. If this has taken place prior to the transfer to P.O., then only those items remaining as backlogged on the Sales Order, will transfer to P.O.

When the transfer from Sales Order to Purchase Order takes place, the system will automatically check the ***"Ordered in P.O. System"*** check box. This will prevent the duplication of transfers to the Purchase Order module.

If you have transferred all backlogged items and decide to add new items to the original Sales Order, you may uncheck this box and proceed to transfer the new items to Purchase Order. Be very careful when attempting this option that duplicates are not created in the Purchase Order file.

Make sure to validate this screen before proceeding to validate the Sales Order. For further details regarding Adding or Changing Sales Orders, please see **Chapter 3** of the Sales Order Entry manual.

If you have all of the preceding variables set properly, then you need to go to the *"Enter Transaction"* menu in the Sales Order Entry module and execute the option ***"Transfer Sales Orders to P.O."***

This creates the batch file that may then be read into the Purchase Order Entry module. If this option has not been executed, no transfer will take place.

When this transfer has been completed, an audit trail of the purchase orders transferred will be automatically printed, displaying both the inventory and non-inventory items that need to be ordered. This audit trail will also reflect the quantities, units of measure, and unit costs of each item.

For inventory items, the unit cost will be the last cost stored in the system, regardless of the costing method you may be using. All non-inventory items will display a **"Zero"** unit cost since cost information is not available at this point.

You will need to add cost information to these items once you have completed the transfer to Purchase Order Entry. It is highly recommended that a backup of the data file **"PO04.co"** be made before executing this option in case of a power surge, hardware or media failure. Damage to all or part of this file could occur in any of the above instances requiring you to re-execute this option.

If all of the criteria discussed so far has been met, you are now ready to execute the option ***"Transfer P.O. from S.O."*** When you select this option, a new screen will appear asking you one question "**Separate PO's?"** If you have specified a range of Sales Orders to be transferred, you may want them all to go to a single vendor, or you may want each sales order to have its own P.O. number.

Checking this box will specify that separate Purchase Orders be established for each Sales Order being transferred. <Click> on "**Start"** button to validate once you have answered this question. The system will then complete the transfer.

You may then go to the menu option ***"Enter Purchase Orders"*** and <click> on the "**Change"** button to make any changes to each new purchase order. This may include the changing of costs, adding and deleting of line items, and/or the printing of the new Purchase Orders.

Results:

coPO1dy.dbf - Purchase Order File
- Any Deposits Recorded reduced to Zero

coPO2dy.dbf - Purchase Order Detail File
- Receipt Transaction recorded *(optional)*

coPO4.dbf - Batch Purchase Order File
- Batch File is cleared once Transfer completed

coIM1dy.dbf - Inventory Item File
- Quantity on Hand, History, and Cost updated *(If Interactive and Items Received)*

coIM2dy.dbf - Transaction File
- Receipt Transaction Recorded *(optional)*

PRINT BAR CODE PRINTER LABELS (PO0108)

This section discusses the printing of bar code labels with the Zebra **(Eltron)** Bar Code Printer within the Manufacturing Inventory Management module.

The Purchase Order Entry system provides you with the ability to print Bar Code Price Labels that can be recognized by the system with an approved bar code reader. The Zebra **(Eltron)** Bar Code Label Printer allows you to print a wide range of professional looking bar code labels for your merchandise.

The format of the label is as follows:

1) **Normal user readable text which contains the Item Description.**
2) **Normal user readable text which includes the Item's Part Number and Price.**
3) **Encoded Inventory Item Number.**

When using a bar code reader, pass the bar scanner over the bar coded item number. The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code.

You may use the bar code entry method any time you are prompted by the system to enter the inventory item number. This includes a wide range of accounting modules, not just **Manufacturing Inventory Management**. **Point of Sale**, **Purchase Order**, **Accounts Receivable** and more all can use bar code readers during normal operations. The bar code scanner should be configured to automatically perform a carriage return after scanning the code. Keep in mind that the Inventory Item Number is coded as one **(1)** field of text. This means that the modules involved should be configured to **"Default to IM,"** because the data entry screens will default to one contiguous line, even if you have item segments defined within your Inventory part numbers..

When you select the option to ***"Print Bar Code Printer Labels,"*** the system will ask you for the following information:

Bar Code Setup	The system will ask you to press the **"Setup"** button to set up the parameters for the bar code label format. After pressing the **"Setup"** button the system will prompt for the following information.
Printer Device Name	In this field, enter the device name for the Zebra **(Eltron)** Bar Code Label Printer. This is normally an **LPT** port number, such as **LPT1** or **LPT2**. However some printers may come equipped with a **COM** port, in which case the norm would be **COM1** or **COM2**.
Bar Code Label Form Name	In this field, enter the form name of the bar code label.

There are two sample formats that are shipping with the **Infinity POWER** system. **DPLABEL** is a standard size bar code label and **DPLABEL1** is a smaller butterfly label, as shown below:

DPLABEL

DPLABEL1

These formats may be modified to meet each users customized needs on demand. The setup of each form may be done by the user, your **Data Pro Dealer** or contact **Data Pro Technical Support** at **(727) 803-1550** for a quote on any requested modifications.

Bar Code Text File Name	In this field, enter the full path of the bar code label text file name. This is the file that contains the coding specific to the label format you are printing. TO use either of the two sample formats, enter **DPLABEL.TXT.** <Click> on the **"Save"** button to continue to the next section.
Document	Enter a Purchase Order number to print the bar code labels. The system will display information about this Purchase Order such as, the Vendor Number, Vendor Name, Job Number, Sales Order Number, Date Ordered, Shipping Instructions and Status.
LABEL QUANTITY	There are two data fields for the ***"Label Quantity"*** information. They are described as follows. Print a label for Items Received on Order Print Labels for All Items on Order
Print a label for Items Received on Order	By <clicking> **"on"** this checkbox, the system will print the bar code labels for as many items you have received on the Purchase Order.
Print Labels for All Items on Order	By <clicking> **"on"** this checkbox, the system will print the bar code labels for as many items you have ordered on the Purchase Order, regardless if they have been received.

<Click> on the **"Start"** button to start the label printing routine.

The format for these labels uses specific variables that are downloaded to the printer when printing the barcode label. The variables that come standard with the **DPLABEL.TXT** file are as follows:

V00 - Item Number
V01 - Item Description Line 1
V02 - Item Description Line 2
V03 - Item Description Line 3
V04 - Item Description Line 4
V05 - Unit of Measure
V06 - Bin Number
V07 - Category
V08 - Price Level 1
V09 - Price Level 2
V10 - Price Level 3
V11 - Price Level 4
V12 - Price Level 5

The following represents the programming code in the **DPLABEL.TXT** file. The programming codes may be found in the Zebra **(Eltron)** Programming Guide.

```
FK"DPLABEL"
FS"DPLABEL"
V00,20,L,"Item #"
V01,30,L,"Desc1"
V02,30,L,"Desc2"
V03,30,L,"Desc3"
V04,30,L,"Desc4"
V05,4,L,"UOM"
V06,10,L,"Bin"
V07,10,L,"Category"
V08,10,L,"Price1"
V09,10,L,"Price2"
V10,10,L,"Price3"
V11,10,L,"Price4"
V12,10,L,"Price5"
D7
S2
A150,20,0,4,1,1,N,V01
B150,50,0,2,2,6,50,N,V00
A150,110,0,4,1,1,N,"Item #:"
A300,110,0,4,1,1,N,V00
A150,170,0,4,1,1,N,"Price:"
A300,170,0,4,1,1,N,V08
FE
FK"DPLABEL1"
FS"DPLABEL1"
V00,20,L,"Item #"
V01,30,L,"Desc1"
V02,30,L,"Desc2"
V03,30,L,"Desc3"
V04,30,L,"Desc4"
V05,4,L,"UOM"
V06,10,L,"Bin"
V07,10,L,"Category"
V08,10,L,"Price1"
V09,10,L,"Price2"
V10,10,L,"Price3"
V11,10,L,"Price4"
V12,10,L,"Price5"
D7
S2
A450,00,0,1,1,1,N,V00
A195,12,0,3,1,1,N,V01
B415,12,0,2,1,2,25,N,V00
A450,40,0,3,1,1,N,V08
FE
```

CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Purchase Order Entry** module. The equations used to calculate the amounts on the reports; and how these reports are generated *(through the use of various questions asked by the system)* are discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Most reports do not update the actual files.

All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly. **Do not** assume that these sample reports reflect the only way in which these reports may be structured and/or printed. These reports may be used as a cross-reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

CTRL+O (Output Options)
Destination - Printer Choice, E-Mail or Display
Report Titles
E-mail Settings - Recipient and Subject
Font Attributes
Report Print Options
Displayed Report Options
Range of Accounts
Data Record Retrieval
Report Sorting Preference
Masking *(Wildcards)*
Period to Report On
Cancel the Print Job

CTRL+O (Output Options)

You are able to change your Output Options ***(printing preference)*** at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in the **Windows** operating system. You may choose to change printers by <clicking> on the **"Print Options"** button and select another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses. You may do the same in Windows, however, you must set up a **"printer"** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

This principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select **"Print"** as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts…** button to open the **Font** window. From this window, select different fonts, add special effects such as underlining, change the color, font style *(bold, italics, bold italic, etc)*, and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If **E-Mail** is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options…** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch.

The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Orders

When asked to define the range of orders to report on, place your cursor on the ***"Beginning Order #"*** field and <click> the **Down Arrow *(F2 by default)*** to gain access to the account listing. You may choose to search for orders by order number, vendor number, vendor name or SO Ref #. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow *(F2 by default)*** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

This refers to the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given four choices when you select your beginning and ending account number when <clicking> the **Down Arrow *(F2 by default)***:

You will be given four choices in the sort by field:

- **Purchase Order Number**
- **Vendor Number**
- **Vendor Name**
- **Vendor's S.O. Number**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **"Description."**

Masking (Wildcards)

The Purchase Order mask is a field which gives you the ability to set up a search with any range of purchase orders specified and have the system also sort for only those items within the defined mask.

The fields being masked in the Purchase Order Entry module are the **Vendor Number** and the **Project Number**. This gives you the ability to print either purchase orders or other reports and include only the vendor that you specify in the vendor mask field.

A single vendor in the system may have many purchase orders in the file, but are scattered throughout the file. In other words, they were not entered into the system in any consecutive order.

By being able to specify the vendor number as a mask when you perform any printing function, the system will allow you to only print for the vendor desired, regardless of the order in which they may be found in the file.

The purchase order number mask field would appear on your screen as:

[ ]

12345678901234567890

If you decide to print a report that should include only the information for vendor **31773**, you would specify:

[31773]

1234567890

The blank spaces may either be spaces or question marks. Question marks are the standard DOS wildcard format.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

<Click>ing on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

PRINT PURCHASE ORDERS (PO0201)

This option allows you to print either all new Purchase Orders, a range of Purchase Orders that have already been printed and mark these as duplicates, or re-print purchase orders without marking them as duplicates. The form that will be used is the form you have set up in the Master Configuration for Purchase Orders.

When you select this option, you will be given a choice to print:

- **New Documents**
- **Any Document**

If you choose to print **"New Documents,"** the system will begin printing all Purchase Orders that have not yet been printed.

To Print Duplicates:

1. <Click> on **Any Document** and <click> on the **Label as Duplicates** check box.

NOTE

To print purchase orders previously printed, but not label them as duplicates, do not <click> on the **Label as Duplicates** checkbox.

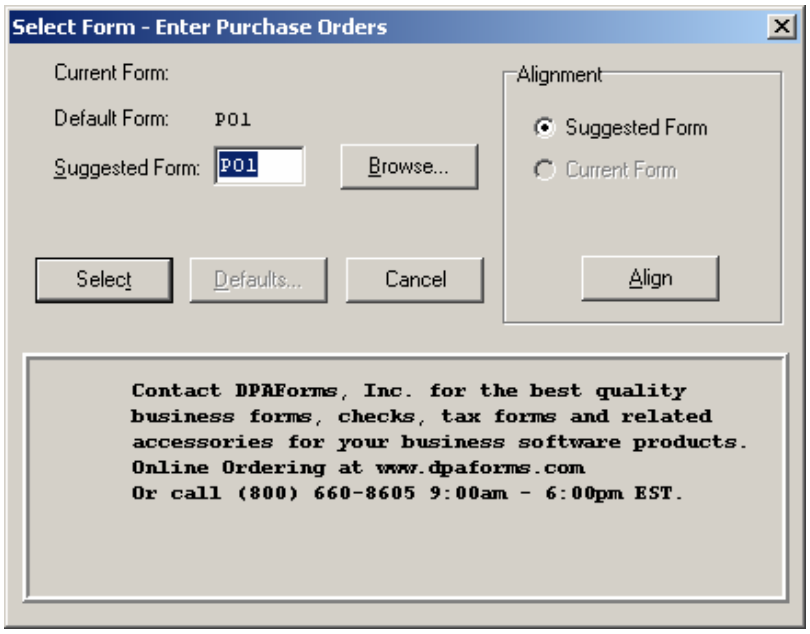
You may now select a range of Purchase Orders to print. The system will ask you for the beginning and ending Purchase Orders to print.

If you are interactive with the Job Cost Main Modules, once you have entered the range of purchase orders to include, an additional screen will be displayed prompting you to enter the **"Project Number"** mask. This allows you to only include those purchase orders that have been assigned to a specific project or job.

By leaving this mask blank, the system will include all purchase orders for all projects or jobs. Otherwise, enter the project number and all other purchase orders and projects will be ignored.

Every time a Purchase Order is printed, the system will increment the ***"Number of Purchase Orders Printed"*** field in the Purchase Order master record.

Once your selections have been made, the following screen will appear:



<Click> on **"Select"** to continue. You may test your form alignment by <clicking> on the **"Align"** button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on **"Cancel"** to exit this option.

These purchase orders are used to confirm orders that have been entered into the system. You may send them to your vendors as a confirming order or you may use them for internal use, such as giving a copy to your buyers. You may print these orders as many times as you desire.

Don't forget that the use of the **".."** or two periods in the first field during entry of detail lines allows users to create text only lines on a Purchase Order. The following sample Purchase Order illustrates how this is done. Plus, the Forms Generator module that is included with all **Infinity POWER** applications also allows for users to incorporate their logos as part of all sample white paper forms. Or, you may request that Data Pro or your Data Pro Dealer make these changes to your forms to further enhance the look of your organization.

Field Names:

Fields depend on the form selected. Normally the fields are as follows:

- Purchase Order Number
- Order Type
- Print Date
- Page Number
- Order Placed With
- Bill To: Name & Address
- Ship To: Name & Address
- Vendor Account Number
- Open Item Description
- Order Date
- Need By Date
- Vendor's S.O. Number
- Requested By
- Shipping Instructions
- GL Account
- Quantity Ordered
- Unit of Measure
- Description
- Inventory Item Number
- Unit Price
- Discount % by Line
- Extended Amount
- Terms Description
- Overall Order Discount
- Subtotal
- Sales Tax
- Freight
- Deposit Amount
- Total Amount Due
- Authorization

Purchase Orders

Infinity POWER Sample Company, Inc.
*** PURCHASE ORDER ***

Number : 100146 - Duplicate
Account: TAM1

Date: 04/28/2006
Page: 1
Last Date: 05/19/2006

Order Placed With:

Tampa Electrical Supplies
9833 N. Kennedy Blvd.
#100
Tampa, FL 33602

Ship To:

Custom Home: S. Jones
14467 Cleveland Avenue
Unit 605
Clearwater, FL 33612

Description	Need By	Last Date	Vendor SO #	Shipping Instruction
Wiring Materials	05/17/2006	05/19/2006	506311	UPS Ground

Quantity	UM	Description/Item Number	Price	Amount
		Special Order for Materials to be shipped straight to the Project to expedite job.		
17.00	Each	Framing - Materials Electrical Boxes	$12.72	$216.24
11.00	Roll	Framing - Materials Cat. 5 Wire 100'	$78.14	$859.54

Terms:
Net 30 Days

Tax Exempt Number:
39-0033-236211

Bill To:
Infinity POWER Sample Company, Inc.
150 Second Avenue North
16th Floor
St Petersburg, FL 33701
USA

Disc. (2.000):	$21.52
Subtotal :	$1,054.26
Tax (7.00 %):	$73.80
Less Deposit :	$500.00
Order Amount :	$628.06

Requested By : Bill Henderson
Authorization: _____

PRINT REQUEST FOR PROPOSALS (PO0202)

This option allows you to print either all new Requests for Proposals, a range of Requests for Proposals that have already been printed and mark these as duplicates, or re-print requests for proposals without marking them as duplicates.

The form that will be used is the form you have set up in the Master Configuration for Requests for Proposals.

When you select this option, you will be given a choice to print:

- **New Documents**
- **Any Document**

If you choose to print **"New Documents,"** the system will begin printing all Purchase Orders that have not yet been printed.

To Print Duplicates:

1. <Click> on **Any Document** and <click> on the **Label as Duplicates** check box.

NOTE

To print purchase orders previously printed, but not label them as duplicates, do not <click> on the **Label as Duplicates** checkbox.

You may now select a range of Requests for Proposals to print. The system will ask you for the beginning and ending Requests for Proposals to print.

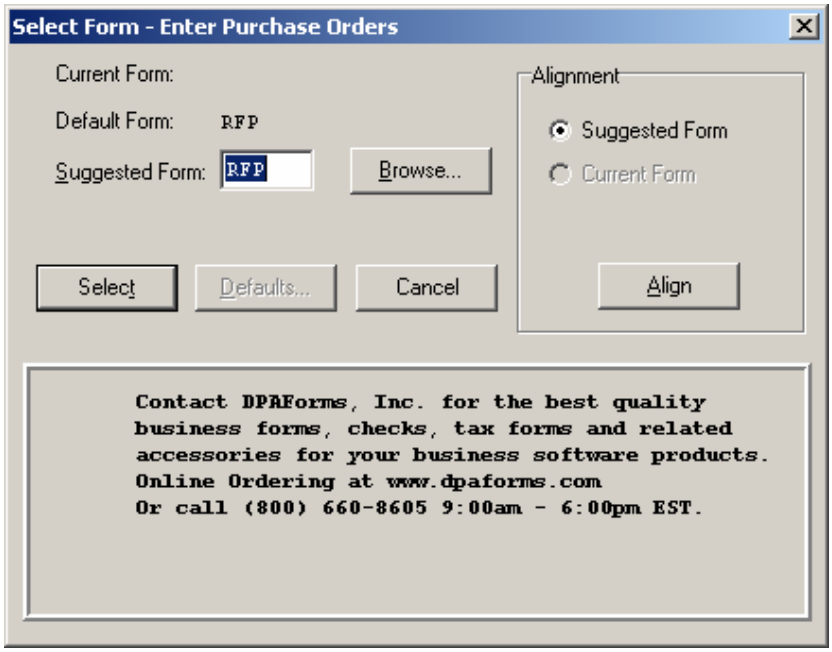
If you are interactive with the Job Cost Main Module, once you have entered the range of Requests for Proposals to include, an additional screen will be displayed prompting you to enter the **"Project Number"** mask. This allows you to only include those Requests for Proposals that have been assigned to a specific project or job.

By leaving the mask blank, the system will include all Requests for Proposals for all projects or jobs. Otherwise, enter the project number and all other Requests for Proposals and projects will be ignored.

Every time a Request for Proposal is printed, the system will increment the ***"Number of Requests for Proposals"*** field in the Purchase Order master record.

These Requests for Proposals are forms used to send to your vendors to obtain pricing quotes for merchandise and services that you may want to purchase. You may print these forms to send to prospective vendors, or you may print them for internal use, such as giving a copy to your buyers or department managers.

Once your selections have been made, the following screen will appear:



<Click> on **"Select"** to continue. Notice the default name of the form matches to the form that has been defined in the Master Configuration for RFP's. You may test your form alignment by <clicking> on the **"Align"** button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on **"Cancel"** to exit this option.

Keep in mind that Requests for Proposals do not print any prices on the forms, since you are requesting prices from your vendors. You are, however, permitted to input your own costs at the time of the original entry of the request, just as you would for a normal purchase order.

Once you have issued your requests for proposals and received the prices you requested, you may then proceed to the ***"Change Existing Purchase Orders"*** option to change the Order Type to a Purchase Order, instead of a Request for Proposal.

Unless you need to make any changes to your original entries, no additional changes are required to change the status from a Request for Proposal to a Purchase Order.

You may print these requests for proposals as many times as you desire.

Field Names:

Fields depend on the form selected, normally the fields are as follows:

Request for Proposal Number
- Order Type
- Print Date
- Page Number
- Order Placed With:
- Bill To: Name & Address
- Ship To: Name & Address
- Vendor Account Number
- Open Item Description
- Order Date
- Need By Date
- Vendor's S.O. Number
- Requested By
- Shipping Instructions
- GL Account
- Quantity Ordered
- Unit of Measure
- Description
- Inventory Item Number
- Unit Price *(Blank Line*
- Discount % by Line *(Blank Line)*
- Extended Amount *(Blank Line)*
- Terms Description
- Overall Order Discount
- Subtotal
- Order Total
- Approval

Request For Proposal

Infinity POWER Sample Company, Inc.

REQUEST FOR PROPOSAL

Number : 100147 - Duplicate
Account: SUN1

Date: 04/28/2006
Page: 1

Order Placed With:

Suncoast Concrete Supplies
8483 N. Ulmerton Road
Bldg. #2
Clearwater, FL 33704

Ship To:

Infinity POWER Sample Company, In
220 South Main
St. Petersburg, FL 33702

Description	Need By	Last Date	Vendor SO #	Shipping Instruction
Bid on Upcoming Job	05/04/2006	05/11/2006		No Applicable

Quantity	UM	Description/Item Number	Price	Amount
22.00	Flat	Corner Blocks 1060178511	_____	_____
79.00	Skid	Concrete Blocks 1060185461	_____	_____
388.00	Bag	Cement - 100 lb. Bag 1060216522	_____	_____

Please Fax Quote ASAP!

Terms: _____

Tax Exempt Number:
39-0033-236211

Bill To:
Infinity POWER Sample Company, Inc.
150 Second Avenue North
16th Floor
St Petersburg, FL 33701
USA

Disc. (0.000):
Subtotal :
Tax (7.00 %%) :

Order Total :

Requested By : Mary Smithson
Approval: _____

PRINT PO STATUS REPORT (PO0205)

This option prints the summarized status information for all Purchase Orders or Requests for Proposals. This report will also indicate the number of times each preprinted form has been printed.

This report may be used as a quick overview of the status of each Purchase Order and/or Request for Proposal. You may specify which Purchase Order type to include, a ***"Percent Complete,"*** and whether you want to include those orders above or below the specified percent. The percent complete is based on the total received quantity divided by the total order quantity.

This allows you to only view those orders that have met or not met your requirements for review. This is a very important management tool to be able to see where possible problems may be developing from specific vendors or in the accounting cycle.

If you are interactive with the **Job Cost Main Module**, once you have passed the first four criteria options, an additional screen will be displayed prompting you to enter the **"Project Number"** mask for this report. This allows you to only include those orders on this report that have been assigned to a specific project or job. By leaving the mask blank, the system will include all orders and all projects or jobs on the report. Otherwise, enter the project number and all other orders and projects will be ignored.

Field Names:

- Purchase Order Number
- Vendor
- Percent Filled
- Number of Purchase Orders Printed
- Number of Duplicate P.O.s Printed
- Order Type
- Status
- Vendor S.O. Number
- Date Required
- Latest Ship Date

P.O. Status Report

Infinity POWER Sample Company, Inc. — Page 1
Purchase Order Status Report — (4) 04/28/2006

PO #	Supplier	/--- Times Printed ---/	Type	Vend. SO	Order Date	Req. Date	Latest Date	Project
	% Filled	PO DPO	Status					
100112	S&S	S & S Sub Contractors	Normal	664811	03/07/2006	03/28/2006	04/25/2006	96-0112
	59.91 %	4 1						
100118	BOW1	Bower's Roofing Supplies	Normal	78666	04/03/2006	04/25/2006	05/03/2006	
	0.00 %	4 1						
100119	FLO1	Florida Lumber, Inc.	Normal		04/18/2006	04/27/2006	04/28/2006	
	0.00 %	6 1	ASAP					
100120	SUN1	Suncoast Concrete Supplies	Normal		04/04/2006	04/18/2006	04/25/2006	96-0013
	0.00 %	5 1	We're late, please hurry					
100121	SCO1	Scotty's Building Supplies	Req for Proposal		04/26/2006	04/27/2006	04/27/2006	
	0.00 %	2 0						
100122	BOW1	Bower's Roofing Supplies	Normal		04/17/2006	04/30/2006	05/17/2006	
	100.00 %	3 1						
100125	UNI1	Unified Supply Company	Normal	PO-12684	02/21/2006	02/28/2006	04/07/2006	5203
	100.00 %	3 1						

* Number of records printed: 7

PRINT ON-ORDER REPORT (PO0206)

This report shows the original order quantity, receipts to date, remaining, on-order, and invoiced quantities, as well as on-order amounts for all current P.O.s. This report is available in Vendor Order or Purchase Order numeric order.

This report gives you a complete detailed report of all on-order information. You may select a Purchase Order range, and optionally change the sorting criteria to print the report in vendor order.

This is an excellent report to quickly view the current on-order quantities by detail line for each order.

You may find this report to be very helpful in the areas of manufacturing as well. The data included in this report may help determine your ability to produce finished goods, if you are not interactive with the Manufacturing Inventory module.

When you select this option, the system will prompt you to specify the range of orders to print on. Your choices are:

- **All Purchase Orders**
- **Required Date Range**
- **Latest Date Range**
- **Late Orders**

All Purchase Orders	Selecting this option will prompt the system to print all orders in the file based on the range of orders specified.
Required Date Range	Selecting this option will prompt the system to ask you for the beginning and ending dates of purchase orders that you have specified a required date for. This gives you the management ability to get reports that are designed specifically to assist you in evaluating your purchase order deadlines.
Latest Date Range	This option will allow you to specify the beginning and ending dates of purchase orders that you have specified a latest date for. Though you may have had an original required date for an order, there may be delays involved and this option allows you to keep track of those orders that are late. This is the latest date that you expect to receive your items on-order.
Late Orders	This option allows you to print this report and include only those orders that are late regardless of the date range involved.
Items to Include	This option will allow you to include or exclude Completed Items on this report. By <clicking> on the checkbox, the system will include completed items. By removing the check from the checkbox, the system will exclude completed items. If you are interactive with the Job Cost Main Module, enter the **"Project Number"** mask for this report. This allows you to only include those orders on this report that have been assigned to a specific project or job.

<Click> the "**Start"** button and the system will include all orders and all projects or jobs on the report. Otherwise, enter the project number and all other orders and projects will be ignored.

The fields included in this report are:

Field Names:

- Purchase Order Number
- Vendor
- Type
- Vendor S.O. Number
- Order Date
- Required Date
- Latest Date
- Item Description
- Vendor's Part Number
- Your Item Number
- GL Account
- Unit of Measure
- Quantity Ordered
- Quantity Received
- Quantity Invoiced
- Quantity Remaining on Backorder
- On-Order Dollar Amount
- Order Totals
- Grand Totals

On-Order Report

Infinity POWER Sample Company, Inc. — Page 1
On-Order Report — (4) 04/28/2006
All Orders

PO # / Desc. / Vendor's Part #	Supplier	GL Accountr / GL Account	Type / U/M	Vend. SO / Ordered	Ord Date / Receipts	Req Date / Invoiced	Latest / Remaining	Project / On-Order Amt
100112	S&S	S & S Sub Contractors	Normal	664811	03/07/2006	03/28/2006	04/25/2006	96-0112
1) Concrete - Sub-Contract		1 C S Vendor:S&S		170.00	170.00	170.00	0.00	$0.00
2) Framing - Sub-Contract		1 F S Vendor:S&S	Hrs	238.00	238.00	238.00	0.00	$0.00
3) Roofing - Sub-Contract		1 R S Vendor:S&S	Hrs	273.00	0.00	0.00	273.00	$16,380.00
* Order Totals:				681.00	408.00	408.00	273.00	$16,380.00
100118	BOW1	Bower's Roofing Supplies	Normal	78666	04/03/2006	04/25/2006	05/03/2006	
1) Roofing Tar Paper 15774		201502241	Roll	200.00	0.00	0.00	200.00	$3,166.00
2) Roofing Tar 12776-2		201513311	Gal	20.00	0.00	0.00	20.00	$675.00
3) Roofing Nails 515388-1		201646141	Bag	40.00	0.00	0.00	40.00	$412.40
4) Roofing Shingles 15774		301402200	Box	120.00	0.00	0.00	120.00	$5,553.60
* Order Totals:				380.00	0.00	0.00	380.00	$9,807.00
100119	FLO1	Florida Lumber, Inc.	Normal		04/18/2006	04/27/2006	04/28/2006	
1) 8' - 2"X4" Boards 849511		305011670	EA	100.00	0.00	0.00	100.00	$324.00
2) 10' - 2"X4" Boards 849511		305011677	EA	200.00	0.00	0.00	200.00	$750.00
3) 12' - 2"X4" Boards 651124		305011688	EA	60.00	0.00	0.00	60.00	$225.00
4) 4'X8' - Sheet Plywood 34811-11		305022511	EA	48.00	0.00	0.00	48.00	$412.32
* Order Totals:				408.00	0.00	0.00	408.00	$1,711.32
** Grand Totals:				1,469.00	408.00	408.00	1,061.00	$27,898.32

* Number of records printed: 3

PRINT SHIPMENTS RECEIVED FOR SO (PO0212)

This option allows you to review all shipments that have been received specifically for Sales Orders that are pending. You may specify a range of Purchase Orders to include in this report which will include only those purchase orders that have had quantities received for those orders that have had a Sales Order Number specified on them.

In other words, this report will match up receipts of items ordered to those sales orders that need to be filled once the quantities are received into inventory.

This will assist you to keep from overlooking the need to fill important orders once they have been received into stock. Printing of this report should be done as often as items are received into stock. This may mean daily to some firms and weekly or monthly to others.

The fields included in this report are:

Field Names:

- Purchase Order Number
- Vendor
- Type
- Vendor S.O. Number
- Order Date
- Required Date
- Latest Date
- Description
- Vendor's Part Number
- Your Item Number
- Unit of Measure
- Sales Order Number
- Quantity Ordered
- Quantity Received
- Quantity Remaining
- Receipt Cost
- Order Total
- Grand Totals

Shipments Received for SO Report

Infinity POWER Sample Company, Inc. — Page 1
Shipments Received for SO — (4) 04/28/2006

PO #		Supplier / Desc. / Vendor's Part #	Item Number	Type / UM	S.O. #	Vend. SO / Qty Ordered	Order Date / Receipts	Req. Date / Remaining	Latest Date / Receipt Cost
100129		BOW1	Bower's Roofing Supplies	Normal		9778	04/13/2006	04/19/2006	04/24/2006
	1)	Roofing Nails 515388-1	201646141	Bag	9778	65.00	50.00	15.00	$242.50
	2)	Roofing Shingles 15774	301402200	Box	9778	45.00	45.00	0.00	$2,182.50
	3)	Roofing Tar 12776-2	201513311	Gal	9778	50.00	25.00	25.00	$818.44
	4)	Roofing Tar Paper 15774	201502241	Roll	9778	30.00	30.00	0.00	$460.65
	5)	4'×8' - Sheet Plywood	305022511	EA	9778	150.00	95.00	55.00	$790.65
		* Order Totals:				340.00	245.00	95.00	$4,494.74
100130		TAM1	Tampa Electrical Supplies	Normal		65458	06/15/2004	06/15/2004	08/28/2004
	1)	Electricity/ Phone/ Carpeting 564564		1	58458	1.00	1.00	0.00	$150.00
		* Order Totals:				1.00	1.00	0.00	$150.00
100131		SUN1	Suncoast Concrete Supplies	Normal		54671	07/15/2004	07/15/2004	08/27/2004
	1)	Corner Blocks 43244-2	1060178511	Flat	541213	10.00	10.00	0.00	$376.20
	2)	Concrete Blocks 421435-2	1060185461	Flat	541213	45.00	45.00	0.00	$1,405.62
	3)	Cement - 100 lb. Bag 167822-22	1060216522	Bag	541213	250.00	250.00	0.00	$3,318.75
		* Order Totals:				305.00	305.00	0.00	$5,100.57
100133		GEN1	General Telphone Company	Normal		654987	09/11/2004	09/01/2004	11/26/2004
	1)	Telephone Expense Motorola Cells 46547		EA	654987	15.00	15.00	0.00	$960.15
	2)	Telephone Expense Motorola Charg 65471		EA	654987	15.00	15.00	0.00	$223.92
	3)	Telephone Expense Moto Car Charg 65482		EA	564987	15.00	15.00	0.00	$223.92
		* Order Totals:				45.00	45.00	0.00	$1,407.99
100134		BOW1	Bower's Roofing Supplies	Normal		321654	10/01/2004	10/01/2004	10/31/2004
	1)	Roofing - Materials		Each	321654	10.00	5.00	5.00	$0.00

Infinity POWER Sample Company, Inc. — Page 2
Shipments Received for SO — (4) 04/28/2006

PO #	Supplier / Desc. / Vendor's Part #	Item Number	Type / UM	S.O. #	Vend. SO / Qty Ordered	Order Date / Receipts	Req. Date / Remaining	Latest Date / Receipt Cost
	* Order Totals:				10.00	5.00	5.00	$0.00
100135	SCO1	Scotty's Building Supplies	Normal		654654	11/26/2004		
1)	Tools Expense 134568-5464-89746		EA	654654	1.00	1.00	0.00	$402.65
2)	Tools Expense 23154-5464-13644		EA	564654	5.00	5.00	0.00	$499.95
	* Order Totals:				6.00	6.00	0.00	$902.60
100136	WORK	Work Place	Normal		321321	11/26/2004		
1)	Supplies - Office 4258-54364-21341-134		EA	321321	1.00	1.00	0.00	$993.52
	* Order Totals:				1.00	1.00	0.00	$993.52
	** Grand Totals:				708.00	608.00	100.00	$13,049.42

* Number of records printed: 7

PRINT STOCK RECEIPTS AGING (PO0208)

This report provides a complete material requirements scheduling based on the current stock aging categories that you have defined in your *"Change Master Configuration"* option. The aging will include all inventory items currently on order.

This report provides a very useful tool in projecting the future stock receipts based on current Purchase Orders. The report will display the total inventory receipt quantities by aging category established in your Master Configuration, as well as providing current stock levels in inventory.

The aging compares the required date of each order to the current system date and the defined aging categories. This will assist you in determining how soon receipt of goods will be and if additional orders should be placed due to additional stock requirements placed into the system.

This is a very important tool in assessing whether you have an ample quantity of an item on-order to meet current and future sales needs.

The report will print the Quantity On-Hand, Quantity Reserved, and Quantity Available fields if you are interactive with Manufacturing Inventory Management. An On-Order Variance will then be printed which will point out immediately any overages or shortages in On-Order amounts.

An **"X"** will print beside this line if there is a discrepancy between the Quantity On-Order in Purchase Order and the Quantity On-Order in Manufacturing Inventory Management.

Since there is the ability to either Record Purchase Orders or Record Receipts through Manufacturing Inventory Management, not recording transactions through the proper module can cause a discrepancy between the two systems. This report will immediately flag you to this problem, if it exists.

You may select a range of inventory items to include on this report.

Field Names:

- Inventory Item Number
- Inventory Item Description
- Unit of Measure
- # of Purchase Orders for This Item
- 1st Aging Category
- 2nd Aging Category
- 3rd Aging Category
- 4th Aging Category
- Total Required
- Current Quantity on Hand
- Quantity Reserved to Ship
- Quantity Available
- On-Order Variance

Stock Receipts Aging Report

Infinity POWER Sample Company, Inc.
Stock Receipts Aging

Page 1
(4) 04/28/2006

Item Number	Description	UM	# Orders	1 to 7	8 to 14	15 to 21	Over 21	Total Req.
201502241	Roofing Tar Paper	Roll	1	150.00	0.00	0.00	0.00	150.00 *
						Qty On-Hand :		1,902.00
						Qty Reserved :		6.00
						Qty Available:		2,046.00
201513311	Roofing Tar	Gal	3	49.00	14.00	0.00	0.00	63.00 *
						Qty On-Hand :		44.50
						Qty Reserved :		0.00
						Qty Available:		107.50
201646141	Roofing Nails	Bag	3	59.00	24.00	0.00	0.00	83.00 *
						Qty On-Hand :		975.00
						Qty Reserved :		0.00
						Qty Available:		1,058.00
301402200	Roofing Shingles	Box	2	120.00	170.00	0.00	0.00	290.00 *
						Qty On-Hand :		109.00
						Qty Reserved :		200.00
						Qty Available:		245.00
						On-Order Variance:		46.00-X
305011670	8' - 2" X 4" Boards	EA	1	100.00	0.00	0.00	0.00	100.00 *
						Qty On-Hand :		1,741.00
						Qty Reserved :		108.00
						Qty Available:		2,293.00
						On-Order Variance:		560.00-X
305011677	10' - 2" X 4" Boards	EA	1	200.00	0.00	0.00	0.00	200.00 *
						Qty On-Hand :		0.00
						Qty Reserved :		352.00
						Qty Available:		128.00
						On-Order Variance:		280.00-X
305011688	12' - 2" X 4" Boards	EA	1	60.00	0.00	0.00	0.00	60.00 *
						Qty On-Hand :		0.00
						Qty Reserved :		0.00
						Qty Available:		60.00
305022511	4' X 8' - Sheet Plywood	EA	2	103.00	0.00	0.00	0.00	103.00 *
						Qty On-Hand :		2,623.00
						Qty Reserved :		0.00
						Qty Available:		2,976.00
						On-Order Variance:		250.00-X
408016134	Electrical Outlet Box	EA	2	550.00	0.00	0.00	0.00	550.00 *
						Qty On-Hand :		300.00
						Qty Reserved :		0.00
						Qty Available:		850.00
50221165	Lightweight Sawblades	EA	1	50.00	0.00	0.00	0.00	50.00 *
						Qty On-Hand :		1,187.00
						Qty Reserved :		0.00
						Qty Available:		1,237.00

Infinity POWER Sample Company, Inc. Page 2
Stock Receipts Aging (4) 04/28/2006

Item Number	Description	UM	# Orders	1 to 7	8 to 14	15 to 21	Over 21	Total Req.
606107	2" Wire Clamp	EA	1	1,000.00	0.00	0.00	0.00	1,000.00 *
						Qty On-Hand :		911.00
						Qty Reserved :		0.00
						Qty Available:		1,911.00
608112	Meter (Glass Case)	EA	1	500.00	0.00	0.00	0.00	500.00 *
						Qty On-Hand :		536.00
						Qty Reserved :		0.00
						Qty Available:		1,036.00
608126	Electric Box Pole Stand	EA	1	500.00	0.00	0.00	0.00	500.00 *
						Qty On-Hand :		310.00
						Qty Reserved :		100.00
						Qty Available:		710.00

* Number of records printed: 13

PRINT ON-ORDER BY SINGLE ITEM (PO0209)

This option allows you to quickly review every current Purchase Order that has an on-order quantity ***(quantity ordered but not received)*** for specific inventory items. This report may be used to analyze the detailed on-order information for a specific inventory item.

You may have several different purchase orders all requesting the same inventory item. This report will allow you to view all outstanding purchase orders and requirements by a specific inventory item. This will allow detailed assessment of the needs of any particular item.

The fields included in this report are:

Field Names:

- Purchase Order Number
- Vendor
- Type
- Vendor S.O. Number
- Order Date
- Required Date
- Latest Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Received
- Quantity Invoiced
- Quantity Remaining On-Order
- On-Order Dollar Amount
- Grand Totals

On-Order by Single Item Report

Infinity POWER Sample Company, Inc. Page 1
On-Order Report (4) 04/28/2006
For Inventory Item 201513311

PO #	Description	Supplier	Item Number	Type	UM	Ordered	Vend. SO	Received	PO Date	Invoiced	Req. Date	Remaining	Latest Date	On-Order Amt
100118		BOW1	Bower's Roofing Supplies	Normal			78666		04/03/2006		04/25/2006		05/03/2006	
	Roofing Tar		201513311	Gal		24.00		0.00		0.00		24.00		$810.00
100122		BOW1	Bower's Roofing Supplies	Normal					04/17/2006		04/30/2006		05/17/2006	
	Roofing Tar		201513311	Gal		2.00		2.00		0.00		0.00		$0.00
100129		BOW1	Bower's Roofing Supplies	Normal			9778		04/13/2006		04/19/2006		04/24/2006	
	Roofing Tar		201513311	Gal		50.00		25.00		0.00		25.00		$818.44
100148		SCO1	Scotty's Building Supplies	Normal			55061747		04/28/2006		05/09/2006		05/24/2006	
	Roofing Tar		201513311	Gal		14.00		0.00		0.00		14.00		$472.50
		** Grand Totals:				90.00		27.00		0.00		63.00		$2,100.94

* Number of records printed: 4

CALCULATE INVENTORY ON-ORDER (PO0210)

This option creates a temporary work file containing the calculations necessary for printing the ***"Total Inventory On-Order Report"*** and/or graphing the ***"On-Order Dollars by Inventory."*** Once you execute this option you may print the ***"Total Inventory On-Order Report"*** and/or graph the ***"On-Order Dollars by Inventory"*** as many times as you desire.

This option does not print any report but does the necessary calculations for the ***"Total Inventory On-Order Report"*** and ***"On-Order Dollars by Inventory."*** You must execute this option before printing these two reports. You may select the beginning and ending range of inventory items to be calculated and the system will create a temporary file summarizing the information necessary to print or graph these items.

After you have executed this option, you may utilize the above listed options until you have processed additional orders, receipts and/or invoice information. Depending on the number of open purchase orders and the number of inventory items on file, this option may require a substantial amount of time to process.

Results:

PO04x.co - Temporary On-Order File
- Inventory On-Order created

PRINT TOTAL INVENTORY ON-ORDER (PO0211)

This option allows you to review every current Purchase Order that has an On-Order quantity *(quantity ordered but not received)* for all inventory items. You must select the option to ***"Calculate Inventory On-Order"*** before using this report.

This report provides you with a detailed listing of all inventory items with an on-order quantity. This report may be printed as often as necessary without recalculating the inventory on-order, provided you have executed that option at least once.

Warning: If any processing has been done since the last time that you calculated the inventory on-order, such as updating orders, recording receipts, or performing the invoicing function, you must execute the option ***"Calculate Inventory On-Order"*** again for accurate reporting.

Field Names:

- Purchase Order Number
- Vendor
- Type
- Vendor S.O. Number
- Order Date
- Required Date
- Latest Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Received
- Quantity Invoiced
- Quantity Remaining On-Order
- On-Order Dollar Amount
- Subtotal for Item
- Grand Totals

Total Inventory On-Order Report

Infinity POWER Sample Company, Inc.
Inventory On-Order Report

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PO #	Supplier / Description		Item Number	Type / UM	Vend. SO / Ordered	PO Date / Received	Req. Date / Invoiced	Latest Date / Remaining	On-Order Amt
100118	BOW1 Roofing Tar Paper	Bower's Roofing Supplies	201502241	Normal Roll	78666 150.00	04/03/2006 0.00	04/25/2006 0.00	05/03/2006 150.00	$2,374.50
		* Subtotal for 201502241:			150.00	0.00	0.00	150.00	$2,374.50
100118	BOW1 Roofing Tar	Bower's Roofing Supplies	201513311	Normal Gal	78666 24.00	04/03/2006 0.00	04/25/2006 0.00	05/03/2006 24.00	$810.00
100129	BOW1 Roofing Tar	Bower's Roofing Supplies	201513311	Normal Gal	9778 50.00	04/13/2006 25.00	04/19/2006 0.00	04/24/2006 25.00	$818.44
100148	SCO1 Roofing Tar	Scotty's Building Supplies	201513311	Normal Gal	55061747 14.00	04/28/2006 0.00	05/09/2006 0.00	05/24/2006 14.00	$472.50
		* Subtotal for 201513311:			88.00	25.00	0.00	63.00	$2,100.94
100118	BOW1 Roofing Nails	Bower's Roofing Supplies	201646141	Normal Bag	78666 44.00	04/03/2006 0.00	04/25/2006 0.00	05/03/2006 44.00	$453.64
100129	BOW1 Roofing Nails	Bower's Roofing Supplies	201646141	Normal Bag	9778 65.00	04/13/2006 50.00	04/19/2006 0.00	04/24/2006 15.00	$72.75
100148	SCO1 Roofing Nails	Scotty's Building Supplies	201646141	Normal Bag	55061747 24.00	04/28/2006 0.00	05/09/2006 0.00	05/24/2006 24.00	$149.52
		* Subtotal for 201646141:			133.00	50.00	0.00	83.00	$675.91
100118	BOW1 Roofing Shingles	Bower's Roofing Supplies	301402200	Normal Box	78666 120.00	04/03/2006 0.00	04/25/2006 0.00	05/03/2006 120.00	$5,553.60
100148	SCO1 Roofing Shingles	Scotty's Building Supplies	301402200	Normal Box	55061747 170.00	04/28/2006 0.00	05/09/2006 0.00	05/24/2006 170.00	$8,245.00
		* Subtotal for 301402200:			290.00	0.00	0.00	290.00	$13,798.60
100119	FLO1 8' - 2" X 4" Boards	Florida Lumber, Inc.	305011670	Normal EA	100.00	04/18/2006 0.00	04/27/2006 0.00	04/28/2006 100.00	$324.00
		* Subtotal for 305011670:			100.00	0.00	0.00	100.00	$324.00

Infinity POWER Sample Company, Inc.
Inventory On-Order Report

PO #	Supplier / Description		Item Number	Type / UM	Vend. SO / Ordered	PO Date / Received	Req. Date / Invoiced	Latest Date / Remaining	On-Order Amt
100119	FLO1	Florida Lumber, Inc.		Normal		04/18/2006	04/27/2006	04/28/2006	
	10' - 2" X4" Boards		305011677	EA	200.00	0.00	0.00	200.00	$750.00
	* Subtotal for 305011677:				200.00	0.00	0.00	200.00	$750.00
100119	FLO1	Florida Lumber, Inc.		Normal		04/18/2006	04/27/2006	04/28/2006	
	12' - 2" X4" Boards		305011688	EA	60.00	0.00	0.00	60.00	$225.00
	* Subtotal for 305011688:				60.00	0.00	0.00	60.00	$225.00
100119	FLO1	Florida Lumber, Inc.		Normal		04/18/2006	04/27/2006	04/28/2006	
	4' X 8' - Sheet Plywood		305022511	EA	48.00	0.00	0.00	48.00	$412.32
100129	BOW1	Bower's Roofing Supplies		Normal	9778	04/13/2006	04/19/2006	04/24/2006	
	4' X 8' - Sheet Plywood		305022511	EA	150.00	95.00	0.00	55.00	$457.74
	* Subtotal for 305022511:				198.00	95.00	0.00	103.00	$870.06
100142	SCO1	Scotty's Building Supplies		Normal		01/01/2006	01/10/2006	01/15/2006	
	Electrical Outlet Box		408016134	EA	50.00	0.00	0.00	50.00	$3,617.00
100144	TECO	Tampa Electrical Co.		Normal		01/01/2006	01/10/2006	01/31/2006	
	Electrical Outlet Box		408016134	EA	500.00	0.00	0.00	500.00	$36,170.00
	* Subtotal for 408016134:				550.00	0.00	0.00	550.00	$39,787.00
100142	SCO1	Scotty's Building Supplies		Normal		01/01/2006	01/10/2006	01/15/2006	
	Lightweight Sawblades		50221165	EA	50.00	0.00	0.00	50.00	$265.50
	* Subtotal for 50221165:				50.00	0.00	0.00	50.00	$265.50
100144	TECO	Tampa Electrical Co.		Normal		01/01/2006	01/10/2006	01/31/2006	
	2" Wire Clamp		606107	EA	1,000.00	0.00	0.00	1,000.00	$1,330.00
	* Subtotal for 606107:				1,000.00	0.00	0.00	1,000.00	$1,330.00
100144	TECO	Tampa Electrical Co.		Normal		01/01/2006	01/10/2006	01/31/2006	
	Meter (Glass Case)		608112	EA	500.00	0.00	0.00	500.00	$8,715.00

Infinity POWER Sample Company, Inc.
Inventory On-Order Report

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PO #	Supplier / Description		Item Number	Type	UM	Vend. SO Ordered	PO Date Received	Req. Date Invoiced	Latest Date Remaining	On-Order Amt
		* Subtotal for 608112:				500.00	0.00	0.00	500.00	$8,715.00
100144	TECO	Tampa Electrical Co.		Normal			01/01/2006	01/10/2006	01/31/2006	
	Electric Box Pole Stand		608126		EA	500.00	0.00	0.00	500.00	$10,000.00
		* Subtotal for 608126:				500.00	0.00	0.00	500.00	$10,000.00
		** Grand Totals:				3,819.00	170.00	0.00	3,649.00	$81,216.51

* Number of records printed: 13

PRINT COMMITTED COST ANALYSIS (PO0213)

This report option allows you to review all current projects and the dollars that have been committed through the issuance of purchase orders to those projects.

This report provides a very useful tool in projecting cost overruns for various projects. The report will show not only the original contract amount, cost budget, and the current Project-To-Date costs, but also include all committed dollars based on outstanding purchase orders for each project. The report offers additional flexibility in that it may be run for just requests for proposals, outstanding normal purchase orders, filled purchase orders or any combination of the above.

The report may be printed in two ways. The first includes an overall view of total costs and committed costs by project. The second version is a detailed report that breaks down not only the overall costs and committed costs, but all of the detail that makes up these numbers.

This includes the actual purchase order numbers that have been issued, who the vendor is, which specific cost codes have been used, their unit cost, and the total committed cost by cost code.

When you select this option, the system will prompt you to enter a range of projects to include on this report. You may enter the first project number directly, or press **TAB** to review near matches. Then, enter the ending project number to include in the range.

The fields included in this report are:

Field Names:

Non-Detailed Report

- Project Number
- Project Description
- Project Type
- Contract Amount
- Budget Cost
- Project-To-Date Cost
- Committed Open Purchase Orders
- Adjusted Cost (PTD Cost + Committed Cost)
- Budget Variance (Budget - Adjusted Cost)
- Totals

Detailed Report:

- Project Number
- Project Description
- Project Type
- Contract Amount
- Budget Cost
- Project-To-Date Cost
- Committed Open Purchase Orders
- Adjusted Cost (PTD Cost + Committed Cost)
- Budget Variance (Budget - Adjusted Cost)
- Totals
- PO Detail:
  - Purchase Order Number
  - Vendor
  - Qty Ordered
  - Qty Remaining
  - Unit of Measure
  - Cost Code
  - Description
  - Unit Cost
  - Committed Cost by Cost Code

Committed Cost Analysis Report

Infinity POWER Sample Company, Inc.
Committed Cost Analysis

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Project#	Type	Contract Amount	Budget Cost	PTD Cost	Committed Open PO's	Adjusted Cost	Budget Variance
5203	Direct Billing	$125,632.23	$0.00	$60,838.08	$792.98	$61,631.06	$61,631.06-
Carrollwood Meadows Park Rec.							
96-0005	Percent Complete	$500,000.00	$5,320.00	$31,493.83	$0.00	$31,493.83	$26,173.83-
Regional Home Show (96-0005)							
96-0013	Bank Draw	$165,000.00	$144,935.25	$148,134.56	$999.50	$149,134.06	$4,198.81-
Hart's Nursery							
96-0062	Direct Billing	$150,000.00	$63,200.00	$63,477.94	$0.00	$63,477.94	$277.94-
Tony Swiss: Remodel Home							
96-0072	Cost Plus	$135,000.00	$100,800.00	$105,028.75	$1,075.78	$106,104.53	$5,304.53-
Custom Home: S. Jones							
96-0112	Percent Complete	$268,930.00	$138,700.00	$151,217.50	$16,380.00	$167,597.50	$28,897.50-
National Auto Parts							
96-0153	Compl. Contract	$320,000.00	$271,800.00	$249,399.05	$0.00	$249,399.05	$22,400.95
Univ.of Tampa's New Gym							
Sheds 8x10	Percent Complete	$0.00	$0.00	$354.66	$0.00	$354.66	$354.66-
Shop work: Build Sheds							
Sheds10x12	Percent Complete	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Shop work: Build Sheds							
USF2004	Direct Billing	$2,500.00	$1,440.00	$48.94	$0.00	$48.94	$1,391.06
General Construction							
** Totals:		$1,667,062.23	$726,195.25	$809,993.31	$19,248.26	$829,241.57	$103,046.32-

* Number of records printed: 10

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CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses the two types of Analytical Graphs utilized by the **Purchase Order Entry** module. These graphs are designed to give you an instant visualization of your backorder information. No other programs are required to execute this option. The system performs all graphics functions from within its own programs. The ability to perform Analytical Graphs is currently not available with the **Linux** versions.

After the graph has been displayed to your screen, printing is one simple step:

For Windows Compatibles:

1. Press **ALT Print Screen** and paste into a **WORD** document.

NOTE

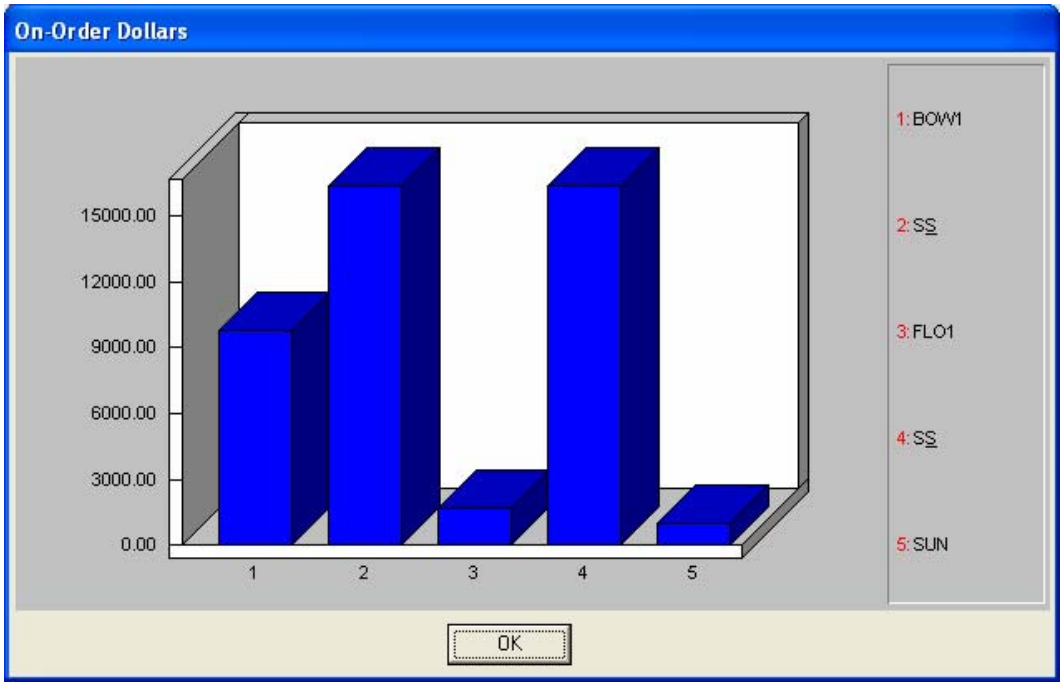
You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

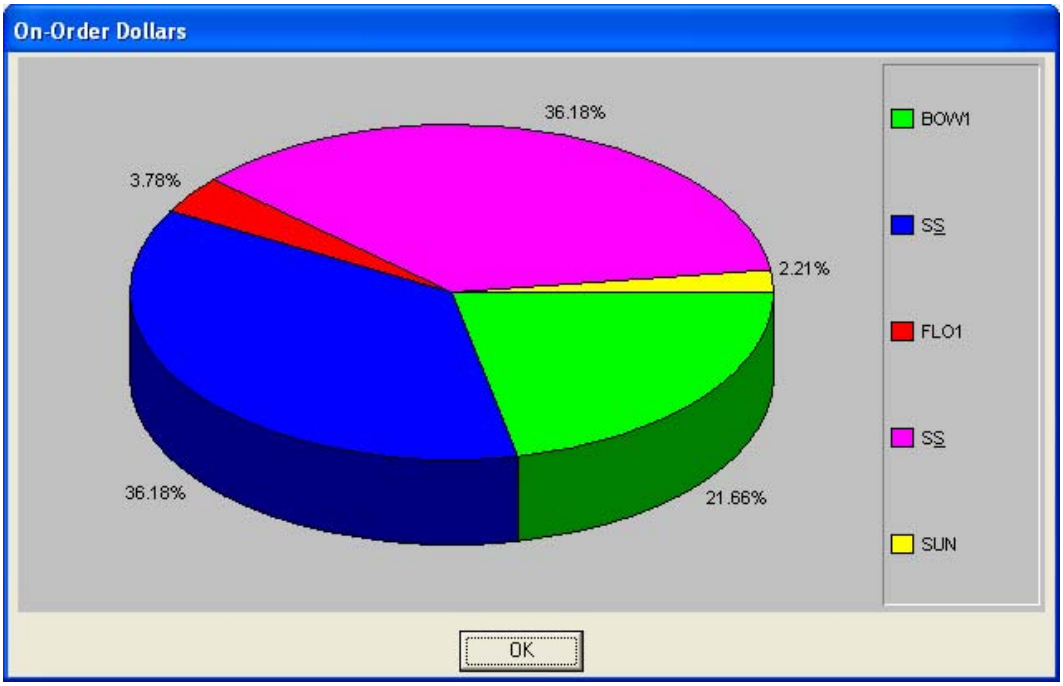
ON-ORDER DOLLARS BY VENDOR (PO0301)

This option provides a graph comparing total on-order dollars by vendor.

This option provides you with a quick comparison of up to twelve different vendors' total on-order dollars. You may display the graph as either a Bar Graph or Pie Chart.

1. When you select this option, you may select the individual vendors that you want to include on this graph. After you select each vendor, the system will calculate the on-order dollar amount. If you have a number of unfilled orders for a particular vendor, the system may take a few seconds to calculate the amount.
2. After you have selected all of your vendors, you may specify whether you want a Bar Graph or a Pie Chart.
3. After the graph is displayed, click OK to continue.



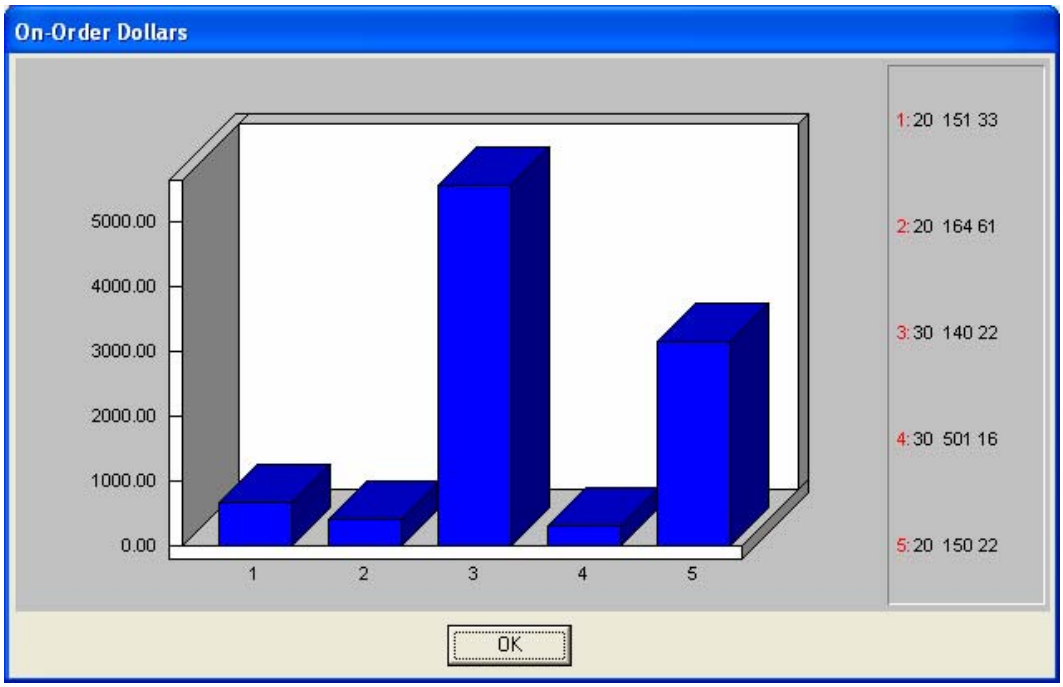


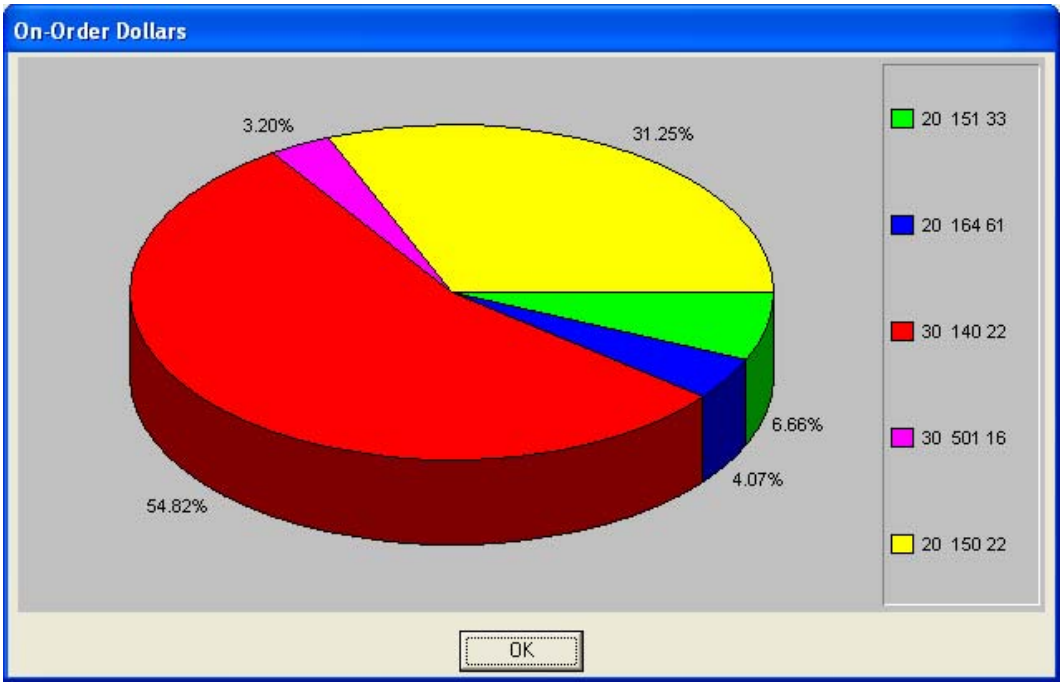
ON-ORDER DOLLARS BY INVENTORY (PO0302)

This option provides a graph comparing total on-order dollars by inventory item.

This option provides you with a quick comparison of up to twelve different inventory items' total on-order dollars. You may display the graph as either a Bar Graph or Pie Chart.

1. When you select this option, you may select the individual inventory items that you want to include on this graph.
2. After you select each inventory item, the system will calculate the on-order dollar amount. If you have a number of unfilled orders for a particular inventory item, the system may take a few seconds to calculate the amount.
3. After you have selected all of your inventory items, you may specify whether you want a Bar Graph or a Pie Chart.
4. After the graph is displayed, click the **OK** button.


On-Order Dollars
5000.00
4000.00
3000.00
2000.00
1000.00
0.00
1
2
3
4
5
1: 20 151 33
2: 20 164 61
3: 30 140 22
4: 30 501 16
5: 20 150 22
OK


On-Order Dollars
3.20%
31.25%
6.66%
4.07%
54.82%
20 151 33
20 164 61
30 140 22
30 501 16
20 150 22
OK

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